



REGULATIONS FOR THE ARMY IN INDIA

---

INSTRUCTIONS BY  
HIS EXCELLENCY  
THE COMMANDER-IN-CHIEF.

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# ABBREVIATIONS.

A. A. . . . .	Army Act.
A. A. G. . . . .	Assistant Adjutant General.
A. A. & Q. M. G. . . . .	Assistant Adjutant and Quartermaster General.
A. D. C. . . . .	Aide-de-camp.
A. D. M. S. . . . .	Assistant Director of Medical Services.
A. D. O. S. . . . .	Assistant Director of Ordnance Services.
A. D. S. & T. . . . .	Assistant Director of Supplies and Transport.
A. D. V. S. . . . .	Assistant Director of Veterinary Services.
A. E. C. . . . .	Army Educational Corps.
A. F. . . . .	Army Form.
A. F. I. . . . .	Auxiliary Force, India.
A. G. . . . .	Adjutant General in India.
A. H. Q. . . . .	Army Headquarters, India
A. I. I. . . . .	Army Instruction (India).
A. I. R. O. . . . .	Army in India Reserve of Officers.
A. O. C. . . . .	Air Officer Commanding in India.
A. Q. M. G. . . . .	Assistant Quartermaster General.
A. R. D. . . . .	Army Remount Department.
A. R. O. . . . .	Assistant Recruiting Officer.
B. G. S. . . . .	Brigadier, General Staff.
B. M. . . . .	Brigade Major
B. O. R. . . . .	British Other Ranks.
C. E. . . . .	Chief Engineer.
C. F. A. . . . .	Competent Financial Authority.
C. G. S. . . . .	Chief of the General Staff in India.
C. I. M. T. . . . .	Chief Inspector of Mechanical Transport.
C-in-C. . . . .	Commander-in-Chief.
C. M. A. . . . .	Controller of Military Accounts.
C. O. . . . .	Commanding Officer.
C. of E. . . . .	Church of England.
C. O. O. . . . .	Chief Ordnance Officer.
C. R. A. . . . .	Commanding Royal Artillery.
C. R. E. . . . .	Commanding Royal Engineers.
C. S. O. . . . .	Chief Signal Officer.
C. T. E. . . . .	Chief Technical Examiner.
D. A. A. G. . . . .	Deputy Assistant Adjutant General.
D. A. A. & Q. M. G. . . . .	Deputy Assistant Adjutant and Quartermaster General.
D. A. & Q. M. G. . . . .	Deputy Adjutant and Quartermaster General.
D. A. D. H. . . . .	Deputy Assistant Director of Hygiene.
D. A. D. M. S. . . . .	Deputy Assistant Director of Medical Services.
D. A. D. O. S. . . . .	Deputy Assistant Director of Ordnance Services.
D. A. D. P. . . . .	Deputy Assistant Director of Pathology.
D. A. D. S. . . . .	Deputy Assistant Director of Supplies.
D. A. D. S. & T. . . . .	Deputy Assistant Director of Supplies and Transport.

D. A. D. T. . . . .	Deputy Assistant Director of Transport.
D. A. D. V. S. . . . .	Deputy Assistant Director of Veterinary Services.
D. A. Q. M. G. . . . .	Deputy Assistant Quartermaster General.
D. D. M. S. . . . .	Deputy Director of Medical Services.
D. D. O. S. . . . .	Deputy Director of Ordnance Services.
D. D. S. & T. . . . .	Deputy Director of Supplies and Transport.
D. D. T. (M.) . . . . .	Deputy Director of Transport (Mechanical).
D. D. V. S. . . . .	Deputy Director of Veterinary Services.
Dept. . . . .	Department.
D. G., I. M. S. . . . .	Director General, Indian Medical Services.
D. G., I. S. D. . . . .	Director General, Indian Stores Department.
D. M. O. & I. . . . .	Director of Military Operations and Intelligence.
D. M. S. . . . .	Director of Medical Services in India.
D. M. T. . . . .	Director of Military Training.
D. of A. . . . .	Director of Artillery.
D. of C. . . . .	Director of Contracts.
D. O. F. . . . .	Director of Ordnance Factories.
D. of R. . . . .	Director of Remounts.
D. O. S. . . . .	Director of Ordnance Services.
D. S. & T. . . . .	Director of Supplies and Transport.
D. V. S. . . . .	Director of Veterinary Services in India.
E.-in-C. . . . .	Engineer-in-Chief.
E. R. I. . . . .	Regulations for the Equipment of the Army (India).
F. & P. . . . .	Foreign and Political
F. O. C. . . . .	Flag Officer Commanding.
F. R. I. . . . .	Financial Regulations for the Army in India.
G. E. . . . .	Garrison Engineer.
G. O. C.-in-C. . . . .	General Officer Commanding-in-Chief.
G. of I. . . . .	Government of India.
G. S. . . . .	General Staff.
G. S. O. . . . .	General Staff Officer.
H. E. . . . .	His Excellency.
H. M. . . . .	His Majesty.
H. Q. . . . .	Headquarters.
I. A. . . . .	India Army
I. A. A. . . . .	India Army Act.
I. A. C. C. . . . .	Indian Army Corps of Clerks.
I. A. F. . . . .	Indian Army Form.
I. A. O. . . . .	Indian Army Order.
I. A. O. C. . . . .	Indian Army Ordnance Corps.
I. A. V. C. . . . .	Indian Army Veterinary Corps.
I. C. O. . . . .	Indian Commissioned Officer.
I. H. C. . . . .	Indian Hospital Corps.
I. M. A. . . . .	Indian Military Academy.
I. M. D. . . . .	Indian Medical Department.
I. M. S. . . . .	Indian Medical Service.
I. O. O. . . . .	Inspecting Ordnance Officer.
I. O. R. . . . .	Indian Other Rank.
I. R. R. O. . . . .	Indian Regular Reserve of Officers.

I. S. O.	Indian Signal Corps.
I. T. F.	Indian Territorial Force.
I. U. L.	India Unattached List.
J. A. G.	Judge Advocate General.
K. C. I. O.	King's Commissioned Indian Officer.
K. C. O.	King's Commissioned Officer.
K. R.	King's Regulations.
Lieut.	Lieutenant.
M. A. G.	Military Accountant General.
M. A. T. C.	Mountain Artillery Training Centre.
m.c.	Medical Certificate.
M. E. S.	Military Engineer Services.
M. G. O.	Master General of the Ordnance in India.
M. G. R. A.	Major-General, Royal Artillery in India.
M. I. M. L.	Manual of Indian Military Law.
M. L. R.	Military Leave Rules, India.
M. M. L.	Manual of Military Law.
M. S.	Military Secretary, Army Headquarters.
M. T.	Mechanical Transport.
N. C. O.	Non-commissioned officer.
N. W. F. P.	North-West Frontier Province
O. C.	Officer Commanding
O. i/c.	Officer in charge
O. O.	Ordnance Officer
P. & A.	Pay and Allowance
P. S. O.	Principal Staff Officer
P. T.	Physical Training
P. W. D.	Public Works Department
Q. M.	Quartermaster.
Q. M. G.	Quartermaster General in India.
R. A.	Royal Artillery.
R. A. F.	Royal Air Force.
R. A. I.	Regulations for the Army in India.
R. A. M. O.	Royal Army Medical Corps.
R. A. O. O.	Royal Army Ordnance Corps.
R. A. T. O.	Royal Artillery Training Centre.
R. A. V. C.	Royal Army Veterinary Corps.
R. C.	Roman Catholic.
R. Signals	Royal Corps of Signals
R. E.	Royal Engineers
R. H. A.	Royal Horse Artillery.
R. I. A. S. C.	Royal Indian Army Service Corps.
R. I. N.	Royal Indian Navy
R. M. C.	Royal Military College
R. N.	Royal Navy
R. O.	Recruiting Officer
R. P.	Rules of Procedure
R. Q. M. S.	Regimental Quartermaster Sergeant.
R. S. M.	Regimental Sergeant Major

R. T. C.	.	.	.	.	Royal Tank Corps.
R. W.	.	.	.	.	Royal Warrant for the pay, appointment, promotion and non-effective pay of the Army.
S. A. A.	.	.	.	.	Small Arms Ammunition.
S. C.	.	.	.	.	Staff Captain.
S. & M.	.	.	.	.	Sappers and Miners.
S. & T.	.	.	.	.	Supplies and Transport.
S. of S.	.	.	.	.	Secretary of State for India.
S. O. in C.	.	.	.	.	Signal Officer-in-Chief.
S. O. S.	.	.	.	.	Senior Officers' School.
S. S. O.	.	.	.	.	Station Staff Officer.
T. B.	.	.	.	.	Training Battalion.
U. K.	.	.	.	.	United Kingdom.
U. L. I. A.	.	.	.	.	Unattached List for the Indian Army.
V. C. O.	.	.	.	.	Viceroy's Commissioned Officer.
W. O.	.	.	.	.	Warrant Officer.

## REFERENCES AND EXPLANATIONS OF TERMS USED.

References to these regulations will be made as under :—

- (i) to a rule.—R. A. I. Rule.....
- (ii) To an instruction.—R. A. I. Instruction .....
- (iii) To an appendix of the Rules.—R. A. I. Appx.....to the Rules  
item.....of para .....
- (iv) To an appendix of the Instructions.—R. A. I. Appx.....to the Instructions  
para.....

The terms below when used in these regulations, unless inconsistent with the context will be taken to mean :—

- (i) District—includes an independent area
- (ii) District Commander—includes the officer commanding a district or an independent area
- (iii) Extra-regimental employment—is employment within the sanctioned cadre of a recognised department of the Army or in some authorized appointment paid from the Defence Services estimates. It does not include detached regimental or garrison duty or duty as an unseconded clerk in formation and station offices.
- (iv) Soldiers of the R. E. Indian establishment—Soldiers of the Royal Engineers serving with Sapper and Miner units who have elected continuous Indian service.
- (v) Soldier includes warrant officer, non-commissioned officer and private
- (vi) Other ranks include all ranks apart from commissioned officers.
- (vii) I. A. O. C. Establishments mean arsenals, depots, third line workshops, the Inspectorate of General Stores and the I. A. O. C. Training Centre, Jubbulpore.
  - 1. A. O. C. Units mean ordnance workshop companies and Independent and detached sections
- (viii) British subjects of pure European descent mean the children of European British subjects of unmixed descent on both sides.
- (ix) British Officer—This term includes both K. C. Os and K. C. I. Os., viz.—I. A. A. Section 7 (1)
- (x) K. C. O.—An Officer of British nationality commissioned in H. M.'s Land Forces.
- (xi) K. C. I. O.—An Officer of Indian nationality commissioned in H. M.'s Land Forces.
- (xii) I. C. O.—An officer of Indian nationality commissioned in H. M.'s Indian Land Forces



# REGISTER OF CORRECTIONS.

Amend- ments Nos.	Page or Para.	Initials of person by whom corrected and date of correction	Amend- ments. Nos.	Page or Para.	Initials of person by whom corrected and date of correction.

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Officers of the rank of Lieut.-Colonel in the I. A. and I. M. S. selected for promotion to the rank of Colonel will be examined by a special medical board assembled under the orders of the G. O. C.-in-C. command consisting of the D. D. M. S., command or the A. D. M. S., district with two other medical officers, where possible one medical and one surgical specialist. The board will examine the officers and report on their physical fitness for retention in the service, keeping in view the liability of all officers for active service. The medical examination will include urine analysis and the testing of blood pressure. If an officer is found permanently unfit the board proceedings will be dealt with in accordance with Rule 103. In other cases the board will record that the officer is fit for service in peace and war and the proceedings will be forwarded to the M. S., in the case of I. A. officers and to the D. M. S. or I. M. S. officers.

32.

33.

34.



Officers are not required to take the examination if the regimental language is their mother tongue, or was spoken or taught in the schools at which they were educated.

Should an officer who has qualified in his regimental language be transferred to another unit for which another language is laid down, he will not be required to qualify in the language of his new regiment.

C. Os. are responsible for ensuring that their officers are given reasonable opportunity for passing this examination.

40.

#### RETENTION EXAMINATION.

41. **General instructions.**—An officer presenting himself for this examination for the first time will take up all the subjects applicable to his branch of the service. If he fails in one or more of the subjects it will only be necessary to re-examine him in the subjects in which he has failed.
42. **Officers of the Indian Regiment of Artillery, the Corps of Indian Engineers and the I. S. C.**—Officers appointed to the Indian Regiment of Artillery or to the Corps of Indian Engineers, and officers seconded to and destined for the I. S. C. will not be required to pass a retention examination. Their retention will be dependent on their gaining a satisfactory certificate on the conclusion of their normal post-graduate courses.

An officer intended for the I. S. C. who fails to obtain a satisfactory certificate at the conclusion of his post-graduate course will be returned to the Indianizing unit from which detached, and will be required to pass the retention examination laid down for his arm of the service within two years of his return.
43. **Composition of board.**—When all the candidates belong to the same cavalry or infantry unit they will be examined by a regimental or battalion board. In these circumstances the president will be the C. O., and the members the two next senior officers of the unit present at the time. In other cases candidates will be examined by a station board, the president of which will be the C. O. of a cavalry or infantry unit.

Officers of the R. I. A. S. C. will be examined by a station board, the president and members of which will be R. I. A. S. C. officers, the president being of the rank of major or above.

The president will set the papers and make all the necessary arrangements for the examination.

- 44. Syllabus.**—The syllabus of the retention examination will be as under:—

*Practical.*

- (i) Candidates will be tactically fit for retention. Where, for any reason a commanding officer is unable to certify the tactical fitness of a candidate, a simple tactical test will be held. This test will take the form of a platoon (or equivalent sub-unit) Exercise.

*Written and Oral.*

- (ii) Regimental history, regimental duties including matters relating to discipline, interior economy, pay and pensions, company accounts and books, arms ammunition and equipment, supply of clothing and necessaries and the classes of which the candidate's unit is composed and recruited.
- (iii) Military law.
- (iv) *Weapon training.*—An officer who qualified at a small arms school or who attends an officer's course of weapon training at such a school and obtains a satisfactory report on the termination thereof will be exempted from qualifying in this subject.

*Practical for cavalry officers of horsed units only.*

- (v) Horse management and veterinary first aid, shoeing and fitting of saddlery.

For British Service officers transferring to the R I A. S C the examination will comprise the same subjects except that the unit in sub-head (ii) will be an Animal Transport Company (Mule) or, for those serving with M. T., a M. T. Company. These officers will not be required to pass in regimental history.

- 45. Method of examination.**—The passing standard will be sixty per cent. in each sub-head.

The examination in (ii) (iii) and (iv) will be confined to questions (except in the case of those dealing with regimental history, regimental routine and matters relating to classes of which the unit is composed) to which answers can be found in the following official manuals:—

In the case of (ii), K. R., R. A. I., M. L. R. and P. & A. Regulations.

In the case of (iii), M. M. L., M. I. M. L., K. R. and R. A. I.

In the case of (iv), Small Arms Training, Volumes I, II and IV, as modified for India.

Candidates are permitted to use the books laid down for sub-heads (ii) and (iii) in the written part of the examination only.



In the written papers set for sub-heads (ii), (iii) and (iv), the number of questions should not be excessive but should be sufficient thoroughly to test the candidate.

46. **Proceedings.**—The board will correct the papers and submit the result of the whole examination together with the candidate's written work and his record of service to the district commander who will forward the names of successful candidates to the M. S.

### RETENTION EXAMINATION FOR I. M. S. OFFICERS.

47. **Syllabus.**—The syllabus will be as under:—

- (a) (ii). A practical test in the solution of technical problems in connection with the medical services of the Army, based on the tactical scheme set in subject (a) lieuts. of the Regular Army for promotion to the rank of captain, and in map reading. Questions in map reading will be confined to those not requiring the use of binoculars or compasses, for example recognition on ground of places shown on the map, giving map references of locations pointed out on the ground and the ability to use map co-ordinates and scales.
  - (b) (i). Part I. Organization and administration of troops in barracks and in the field.
  - (b) (i). Part II. Military Law.
  - (h) (i). Administration and supply of military hospitals, military families hospitals and medical attendance in the Army
  - (h) (ii). Organization, training and functions of the I. M. D., the Indian Military Nursing Service and the I. H. C. The terms of the Geneva Convention.
  - (h) (iii). Duties of medical officers
- “Candidates may take subjects (a) (ii), (b) (i) and (h) in any sequence.”

48. **Examination held twice yearly.**—Retention examinations for officers of the I. M. S. will be held twice yearly on the same dates as written (b) and practical (a) promotion examinations

49. **Conduct of examinations.**—Sub-head (a) (ii) will be conducted under arrangements made by districts the results of which will be reported to A. H. Q., in the same way as practical examinations for the Regular Army are reported.

Sub-heads (b) (i), Part I and (b) (i), Part II will be the I. A. papers set for lieuts. of the Regular Army for promotion to captain.

Sub-heads (h) (i), (h) (ii) and (h) (iii) will be set at A. H. Q. Medical Directorate, and printed and distributed to examination centres by the general staff

50. **Submission:** Officers of the I. M. S. desirous of appearing for examination (h) (i), (ii) and (iii), will submit their applications to F. B. 2053 to A. H. Q. through

district H. Q. as laid down, for officers taking written promotion examinations, in Instruction 62.

Officers stationed in Burma or China may appear for their retention examination in those countries. Applications should be submitted in accordance with instructions issued by the G. O. C., Army in Burma or G. O. C., China Command.

- 51. Times of examinations.**—The examination will begin on the last Monday in March and the third Monday in October. Should Easter Monday fall in the week in which the March examination would normally be held, the examination will begin on the second Monday in that month.

Candidates, on the first day on which they attend for examination, will report themselves half an hour before the time fixed for its beginning, to receive and sign for their index numbers and to have their seats allotted to them by the board

The order of the examination will be:—

Day.	Hours.	Subject.
Monday . . .	2 P.M. to 4 P.M. . . .	Sub-head (b) (i), Part I.
	4-15 P.M. to 5-45 P.M. . .	Sub-head (b) (i), Part II.
Tuesday . . .	10 A.M. to 1 P.M. . . .	Sub-head (h) (i).
	2-30 P.M. to 5-30 P.M.	Sub-head (h) (ii)
Wednesday. . .	10 A.M. to 1 P.M. . . .	Sub-head (h) (iii)

### EXAMINATION OF OFFICERS.

- 52. Exemptions from promotion examinations.**—Officers on the supernumerary list and officers who have been permanently transferred to the J. A. G.'s dept., the Military Farms Dept., the Cantonments Dept., the F. & P. Dept. and civil employ are not required to pass the promotion examinations laid down for combatant officers of the I. A.

Officers employed extra-regimentally in these appointments will be required to pass the promotion examinations of their rank and arm of the service, as long as their names are borne on the rolls of their units, or they remain liable to recall to combatant military duty.

- 53. Exemption from sub-head (d) (i), Part II.**—Officers who have qualified in the examination for admission to the J. A. G.'s dept. will be exempt from taking sub-head (d) (i), Part II in the examination for promotion to major.

54. **Promotion examinations, R. I. A. S. C., I. A. O. C., etc.**—Officers in departmental and extra-regimental employ are required to pass the following examinations:—

- (i) Captains of the R. I. A. S. C., are required to pass the same examinations for promotion as other combatant I. A. officers and in addition in subject (g) sub-heads (i) and (ii).
- (ii) Officers of the A. R. D. are required to pass for promotion to the rank of captain in subjects (a) and (b) and for promotion to the rank of major in subject (d) sub-head (d) (i) Parts I and II.
- (iii) Officers of the I. A. O. C. are required to pass in subject (d) sub-head (d) (i), Parts I and II and in subject (m) sub-head (m) (i), Captains I. A. O. C., permanently seconded to ordnance inspection sections and ordnance and clothing factories are required to pass in subject (d) sub-head (d) (i), Parts I and II only.
- (iv) I. A. officers serving with the Survey of India are required to pass the promotion examinations laid down for combatant officers of the I. A.
- (v) Officers of the I. A. V. C. are required to pass as under:—  
 For promotion to captain in subject (b), sub-head (b) (i), Part II, military law and in subject (k), sub-heads (k) (i), (ii) and (iii).  
 For promotion to major in subject (d) sub-head (d) (i), Part II—military law and in subject (k) sub-heads (k) (iv), (v) and (vi).  
 For promotion to lieutenant-Colonel in subject (k) sub-heads (k) (vii) and (viii).

### **PROMOTION EXAMINATIONS, GENERAL INSTRUCTIONS.**

55. **Establishments and campaigns.**—The issues of peace and war establishments to be used at all examinations for promotion in India are notified periodically in I. A. Os.; the one exception is that majors, R. A. M. C., appearing for examination in sub-heads (h) (iv) and (ii) (v) will use Home war establishments.

For the examinations in military history, sub-heads (b) (iii) and (d) (iii), the campaigns selected and the books recommended for study are published periodically in I. A. Os.

56. **Separate I. A. papers.**—All I. A. officers will take the separate I. A. papers set for officers' promotion examinations as detailed below:—

- (i) Subject (b) sub-head (b) (i), Part I—Organization and administration of troops in barracks and in the field.
- (ii) Subject (b) sub-head (b) (i), Part II—Military Law.
- (iii) Subject (d) sub-head (d) (i), Part I—Organization and administration of troops in barracks and in the field.

- (iv) Subject (d) sub-head (d) (i), Part II—Military Law.
- (v) Subject (f)—Tactical Engineering Project.
- (vi) Subject (g), sub-head (g) (i)—Organization and duties of the R. I. A. S. C. in peace.
- (vii) Subject (g), sub-head (g) (ii)—Organization and duties of the R. I. A. S. C. in war.
- (viii) Subject (k), sub-heads (k) (i) to (k) (viii)—Papers for I. A. V. C. officers.
- (ix) Subject (m), sub-head (m) (i)—Organization and duties of the I. A. O. C. in war.

For the syllabus of these papers see Appendix II to these Instructions.

57. **Dates and times of examinations.**—Examination in Indian Army papers will be held in the month laid down in K. R. paragraph 886 (a) (with the exception noted below) and on the dates and at the times laid down in Appendix XI, *ibid* for corresponding subjects

Examination in subject (g)—R. I. A. S. C. Captains for promotion to Major—will be held twice yearly, *i.e.*, in March and October.

The Army Remount Department examination, Parts I and II, will be held once yearly, *i.e.*, in March. The examination will be held on the last Tuesday in March. Should Easter Monday fall in the week in which the March examination would normally be held, the examination will be held on the second Tuesday in that month.

The order of the examination will be.—

Part I.—10 A.M.—1 P.M.

Part II.—2.30 P.M.—5.30 P.M.

58. **Papers taken by officers of the R. A., R. E., and R. Signals.**—R. A. officers serving with H. Qs. of Mountain Brigades, R. A.; Mountain Batteries, R. A.; Chitral Mountain Section, R. A.; Survey Section, R. A.; M. A. T. C.; Indian Regiment of Artillery, and the Indian Training Battery of the R. A. T. C. will take the I. A. question papers in subjects (b), sub-heads (b) (i), Parts I and II, and (d), sub-heads (d) (i), Parts I and II. R. E. and R. Signals officers may take either the British Service or I. A. papers in these subjects.

59. **British Service officers.**—Promotion examinations for British Service officers are laid down in K. R., Appendix XI.

60. **R. I. A. S. C.**—To qualify for promotion, R. I. A. S. C. lieuts. are required to qualify at a junior officers' course, either Supply and Animal Transport. or M. T., held at the R. I. A. S. C. Training Group in addition to the promotion examinations prescribed.

Workshop officers of the R. I. A. S. C. (M. T.) who have elected for continuous service in workshop duties will not be required to pass the prescribed examinations for promotion.

61. **I. M. S. officers.**—I. M. S. officers are not required to pass any promotion examinations but they must pass in the I. M. S. Retention examination laid down in Instructions 47 to 51.

62. **Applications to attend examinations.**—A return of officers desirous of being examined in written subjects for promotion (A. F. B 2053) will be prepared for all officers who wish to be examined and will be rendered by district commanders as follows:—

- (i) For officers desirous of being examined in India two copies will be forwarded to the C. G. S. so as to arrive not later than the 1st February and 1st September in each year.
- (ii) For British Service officers desirous of being examined in the U. K. three copies will be forwarded to the C. G. S., so as to arrive not later than the 1st January and 1st August in each year.
- (iii) For I. A. officers desirous of being examined in the U. K. three copies accompanied by a covering letter giving the applicant's address in the U. K. and the duration of his stay there will be sent to the C. G. S. to reach him not later than the 1st January or 1st August.
- (iv) British Service officers who are on leave in the U. K. when the submission of (A. F. B 2053) is due will forward the application in duplicate direct to the Under Secretary of State, War Office, and will send a copy to the C. G. S.
- (v) I. A. officers so situated will forward the application in duplicate direct to the Secretary, Military Dept., India Office, and will send a copy to the C. G. S. In addition they will submit the covering letter referred to in para. (iii).
- (vi) I. A. officers in the U. K. and British Service officers posted for duty in India, who desire to appear for the next examination in India following their arrival, should forward applications to district H. Q. for disposal as in (i).

63. **Completion of application forms.**—Applications to attend the written examinations should show qualifications, if any, at previous written examinations and be complete in all respects before submission to A. H. Q., the War Office or the India Office. Separate forms will be used for British Service and I. A. officers.

64. **Conduct of written examinations.**—Written examinations will be held under the orders of Os. C. stations who will make such arrangements as may be necessary for their conduct. Presidents of examining boards are responsible that the rules and the time-table laid down in K. R., Appendix XI are strictly observed. District H. Qs. will inform the

C. G. S., not later than the 1st February and the 1st September for the March and October examinations respectively of the centres at which examinations are to be held and of the formations to which the question papers, documents, etc., should be despatched for each examination centre. If the number of candidates is insufficient to warrant holding an examination at any centre in a district, command H Q. will be asked to arrange for the candidates to be examined at the nearest centre in an adjoining district.

Examination papers and documents are strictly confidential and will be enclosed in sealed covers. Envelopes containing question papers will be examined by an officer to ensure that they have not been tampered with, and will not leave the possession of an officer until the time of the examination when they will be handed over to the officer selected to preside at the examination. Examinations will be held, whenever possible in a public building. Candidates' answer papers will be despatched daily in a sealed registered cover direct to the C. G. S., by the president of the supervising board. Self-addressed envelopes of candidates will be sent on the last day of the examination and the board proceedings and connected documents will be forwarded direct within three days of the close of the examination. Any delay in the despatch of papers or proceedings will be reported at once.

## 65. Practical examinations.

**General.**—The dates on which examinations in practical subjects will be held will be notified by districts, including Western Independent District and by independent areas to the C G. S at least 28 days before the examinations are due to commence

Applications to attend practical examinations in subjects (a) and (c) will be accompanied by certificates from C Os. to the effect that the applicants are eligible under K R paragraph 885, to attend these examinations.

**Instructions for the guidance of Examining Boards.**—Instructions for the guidance of examining boards are laid down in K R, Appendix XI.

**Preparation and disposal of schemes.**—Schemes for practical examinations will be reviewed before the examination takes place, by the next higher formation to that responsible for the preparation of the scheme, e.g., for an examination in subject (a) the scheme will be reviewed at brigade H Q except in cases where an officer of brigade H. Q is a member of the board, in which case the scheme will be reviewed at district H. Q. Where an officer of an independent area H. Q is a member of the board, the scheme will be reviewed at command H. Q.

A G S O from Command H. Q and H Q Western Independent District should, from time to time, visit boards whilst examinations are in progress in order to ensure uniformity of standard throughout the command or independent district.

## THE STAFF COLLEGES AND THE S. O. S.

- 71. Staff Colleges.**—Detailed instructions regarding the object of the staff Colleges at Camberley and Quetta, the duration of the course, the eligibility of officers of the British Service on the Indian establishment or of the I. A. for admission to either college, and the method of submitting applications to attend the examination are contained in K. R.

The Staff College (Quetta) Regulations contain the particulars of conditions of admission, syllabus of entrance examination and course of study at the Staff College, Quetta. They are obtainable on application to the C. G. S.

- 72. Applications to attend entrance examinations.**—Applications on A. F. C. 2112 (modified for India) to attend the entrance examination for admission to the Staff Colleges will be submitted through the authorized channels to reach the C. G. S. not later than the 1st September preceding the examination.

- 73. Additional Certificates.**—In addition to the certificates required by K. R. officers on the Indian establishment will complete certificate E (Extracts from records of service) and certificate F (Urdu) (K. C. I. Os. and I. C. Os. only). The particulars of certificate E are contained in A. F. C. 2112 as modified for India and of certificate F in Instruction 74 below.

- 74. Urdu as an optional language subject.**—A K. C. I. O. or I. C. O. desirous of being examined in Urdu as an optional subject or of claiming additional marks for proficiency in languages appertaining to India will furnish with his application a statement (certificate F) signed by his C. O., giving answers to the following questions.—

- (i) What is the candidate's mother tongue?
- (ii) What was the language spoken in his school and college?
- (iii) Is Urdu well known to the educated classes in the district or province in which he was born or educated?
- (iv) Is the language, or languages, for which he wishes to claim additional marks well known to the educated classes in the district or province in which he was born or educated?

The case of each candidate will be considered on its merits, and the acceptance of his application will depend on whether the language or languages concerned are so foreign to him as to render their acquisition a matter of difficulty.

- 75. Examination centres.**—The examination may be held at Peshawar, Rawalpindi, Lahore, Delhi, Meerut, Lucknow, Quetta, Loralai, Karachi, Mhow, Poona, Secunderabad, Bangalore and Calcutta.

Candidates will be examined at the examination centre nearest to where they are stationed. Should any departure from this procedure

be necessary all arrangements will be made by the districts concerned and A. H. Q. informed of the change.

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### REGIMENTAL APPOINTMENTS.

**86. Adjutants and Q. Ms., I. A. units.**—Adjutants for I. A. units will normally be selected from officers having approximately six years' service. An officer is not eligible for selection until he has passed the Higher Standard Urdu and the retention examination and qualified at the Small Arms School. In cavalry regiments the officer should also have qualified at the Equitation School. In the Indian Regiment of Artillery, S. & M. units and the I. S. C., the officers selected need not have qualified at a Small Arms School nor have passed the retention examination.

A. Q. M., except Q. Ms of the Special List, should normally be junior to the adjutant and must have passed the Higher Standard Urdu and the retention examination.

### Q. Ms. SPECIAL LIST.

**87. Qualifications.**—Before appointment as a Q. M. on the Special List for service with an Indian cavalry training centre, or infantry T. B. a candidate must have a minimum of five years service in India, an adequate working knowledge of Urdu, be under the age of thirty-eight years and be in possession of the qualifications as prescribed in K. R. para. 155 (b) for promotion to Q. M.

Before appointment as Q. M. on the Special List for service with an I. S. C. or S. & M. unit a candidate must be under forty-five years of age and qualified for promotion to Q. M. as prescribed in K. R.

**88. Submission of applications.**—When called for, applications, which must be in manuscript, will be forwarded to the M. S. through the authorized channels.

**89. Recommendation.**—A C. O. when recommending a candidate for appointment as Q. M. will furnish a certificate of medical fitness and particulars including rank and name (full Christian and Surname to be given); unit; date of attestation or commission; age on attestation or date of commission; service in India with dates; certificates of education; language certificates and linguistic qualifications; experience of Indian conditions; capacity for dealing with Indian personnel; any other special qualifications and general remarks as to fitness of the candidate for appointment as Q. M.

**90. Interviews.**—Candidates for appointment as Q. Ms. of S. and M., I. S. C. (if serving in India), Indian cavalry training centres or infantry training units will be interviewed by the district commander who will record his opinion of the candidate's suitability on the application.

**91. Transfers from the Indian Establishment.**—A candidate for appointment as Q. M. in an Indian cavalry training centre or infantry training unit who is transferred from the Indian establishment will have his name removed automatically from the waiting list of candidates.

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**HOME ESTABLISHMENT AND PRESCRIBED TOURS.**

92. **Transfers to the Home Establishment.**—Annually on a date fixed by the M. S., G. Os. C.-in-C., commands will forward to A. H. Q. lists showing the names of officers of the R. A., R. E., R. Signals, British Infantry, R. T. C. and A. E. C., arranged by arms, who are eligible for reversion to the home establishment. Those who are desirous of reverting will be shown separately from those who do not desire to do so.

Applications for reversion to the home establishment, accompanied by I. A. F. Y. 1918 and non-withdrawal certificate, will, in all cases, be forwarded by the G. O. C.-in-C. to the War Office direct, copies being forwarded to A. H. Q. The actual transfers, when ordered, will be notified in command orders

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**EXTRA-REGIMENTAL EMPLOYMENT, OFFICIATING APPOINTMENTS AND APPOINTMENTS TO DEPTS.**

- 97. Selection for staff and extra-regimental employment.**—An officer is ineligible for appointment to the staff until he has completed four years' service and in the case of an I. A. officer until he has completed three years with an Indian unit.

Subalterns will be eligible for extra-regimental employment if they have qualified for promotion to captain, or have less than six years' service. Only in exceptional circumstances will a subaltern of six years' service not so qualified be considered for such employment. Captains will be considered for extra-regimental employment on their merits. In all cases, consideration will be given to the necessity for fully qualified officers only being seconded, the opportunities that may occur during secondment for taking examinations, etc., and the undesirability of an officer returning to regimental duty with insufficient time in which to qualify before becoming due for promotion.

An officer will not be selected for staff employment if he has not passed the promotion examination for the next higher rank, unless there is no reasonable prospect of his being promoted until he has completed the tenure of the appointment.

An I. A. officer who is employed extra-regimentally will rejoin his unit two years before he would in the ordinary course succeed to command, unless he is prepared to forego regimental command.

An A. D. C. of the British Service is not required to pass any language test but an I. A. officer holding that appointment is not exempt from the provisions of Rule 28.

- 98. Reversion to regimental duty.**—After completion of the tenure of a staff appointment an officer will return to regimental duty for a period of not less than one year.

- 99. Attachments to the staff.**—Officers may be temporarily attached to or employed on the staff of A. H. Q., command, district or other formation headquarters for periods not exceeding six months at a time. They will not be replaced in their unit, nor will they be entitled to extra pay. They should have passed for promotion.

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102. Adjutants, A. F. I. & I. T. F.—Applications for employment as adjutant with units of the A. F. I. and the I. T. F. (Urban battalions and University Training Corps) will be submitted through the authorized channels to the M. S. Details of necessary qualifications, tenure of appointment and the sanctioning authorities are contained in Appendix I to the Rules.

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*Applications for transfers to departments.*

Department.	Officer eligible for transfer.	Limit of years of commissioned service.	Professional standards required.	Normal period of probation.
R. I. A. S. C.	I. A. officers, British Army officers serving in India with at least one year's actual duty in India.	Not less than 4 years' commissioned service (exclusive of any ante-date granted, or commissioned service rendered as a V. C. O.).	British service officers. Lower Standard Urdu.	British service officers.— Three years or until they have qualified in either the Supply and Animal Transport Course, or M. T. Course at the R. I. A. S. C. Training Group, when they will be transferred to the I. A. for permanent appointment to the R. I. A. S. C., provided they are recommended and have qualified for promotion to the next higher rank if due under I. A. time scale. I. A. officers.—Three years or until they have qualified and at either the Supply Animal Transport course or the M. T. course at the R. I. A. S. C. Training Group, when they will be confirmed in the R. I. A. S. C. if recommended.
Army Remount Department.	Indian Cavalry officers	Not less than 4 years' commissioned service (exclusive of any ante-date granted, or commissioned service rendered as a V. C. O.) and not more than 10 years' commissioned service.	During probationary period must pass the departmental examination laid down in Appendix II to these Instructions.	Three years.

Military Farms Department.	I. A. officers British service officers serving in India after one year's actual duty in India.	Not less than 4 years' commissioned service (exclusive of any ante-dated granted, or commissioned service rendered as a V.C. O.), and not more than 10 years' commissioned service.	British service officers holding or holding Urdu.	Three years.
J. A. G.'s Department.	I. A. officers, British service officers, provided they are willing to be transferred to the I. A.	Seven years or over	J. A. G.'s department division. See Instruction 67.	Three years, or until appointed satisfactorily as Deputy J. A. G. which ever is earlier.
I. A. O. C.	Officers of all branches of the service, preference being given to :— (i) Those who have passed the ordnance officers' course, 337. (ii) Those who have passed the final examination of the advanced class at the Military College of Science. (iii) Those who have passed the ordnance course at the I. A. O. C. School of Instruction, Kirkee. (iv) Those who have passed the prescribed language test.	Not less than 4 years' commissioned service (exclusive of any ante-dated granted, or commissioned service rendered as a V.C. O.) and not more than 10 years' commissioned service.	During probationary period. Ordinance course at the I. A. O. C. School of Instruction, Kirkee, except those who have passed the ordnance officers' course laid down in K. R. para. 337 or the departmental examination as laid down in Corps Standing Orders. Higher Standard Urdu within two years of appointment on probation.	Three years, but may be extended or reduced by the M. G. O. according to the qualifications of the candidates.
Ordnance Inspection Section (Armaments).	Officers of all branches of the service, preference being given to :— (i) Those who have passed the final examination of the advanced class at the Military College of Science, or have qualified at a Small Arms Technical Long Course	Not less than 4 years' commissioned service (exclusive of any ante-dated granted, or commissioned service rendered as a V.C. O.)	During probationary period. (i) Promotion examination to the next higher rank of the arms of the service, if the necessary service for promotion in the I. A. has been completed before transfer is accepted. (ii) Lower Standard Urdu.	Three years, but may be extended or reduced by the M. G. O. according to the qualifications of the candidates.

Department.	Officers eligible for transfer.	Limit of years of commissioned service.	Professional standards required.	Normal period of probation.
Indian Ordnance Factories.	<p>(ii) Those who possess engineering or other special qualifications.</p> <p>(iii) Those who possess the certificate of the Gun-nery Staff Course or who hold the certificate "Z" of the long M. T. course at the Military College of Science.</p> <p>R. A. officers. Officers of other arms, if specially qualified.</p>	Not less than 4 years' commissioned service (exclusive of any ante-date granted, or commissioned service rendered as a V. C. O.) and normally not more than 9 years' commissioned service.	During the probationary period. (i) Promotion examination to the next higher rank of their arm of the service. (ii) Lower Standard Urdu. (iii) Full course at the Chemical Warfare School or a refresher course at a school of artillery.	Three years, extensible to five
Cantonments Department.	I. A. officers	Between five and twelve years.	During the probationary period must pass the departmental examination laid down in Appendix II to these Instructions.	Two years.
Survey of India	R. E. officers on the Indian establishment. I. A. officers.	R. E. Officers—Normally under 6 years' commissioned service.	....	Two years.

*I. A. officers—*  
 Not less than four years, and  
 not more than six years'—  
 unblemished service (ex-  
 clusive of any ante date  
 granted, or unblemished  
 service rendered as a  
 V. C. O.)

Indian Political Service

Political Officer

Knowledge of languages and  
 post and

Two years.

As may be laid down by the  
 civil department.

Not less than 4 years' com-  
 plete service in a post in  
 which any ante date  
 granted, or unblemished  
 service rendered as a V.  
 C. O. except in the case  
 of B. V. O's, who were  
 University candidates, and  
 subject to such honours and  
 special awards and special  
 pensions as notified by the  
 Political Department,  
 Indian Army officers will  
 not normally be appointed  
 to the Indian Political  
 Service unless they have  
 qualified for promotion  
 to the rank of captain  
 in the event of an unques-  
 tioned officer being appoint-  
 ed he must obtain the  
 qualification within one  
 year of appointment  
 otherwise he will be re-  
 verted to military em-  
 ployment.

civil department





## CHAPTER II.—BRITISH OTHER RANKS.

### RECRUITING FOR THE BRITISH ARMY.

**121. Category I.**—After the enlistment of a man is finally approved a notification will be forwarded to the War Office on A. F. B 139 and to A. H. Q.

**122. Category II.**—When an O. C. unit has earmarked a coming vacancy for a boy resident in India, he should, if possible, notify the O. i/c. records, in advance in order to avoid the enlistment in the U. K. of boys in excess of the establishment

When enlistments have been carried out under this authority notification will be forwarded to the War Office on A. F. B. 139, the O. i/c. records concerned by cable, and to A. H. Q.

**123. Category III.**—Applications for enlistment will be sent to the O. C. R. A. Boys' Depot, Mhow, for approval before attestation. Preference will be given to the sons of soldiers or ex-soldiers of any arm of the service.

**124. Category IV.**—Candidates must be within the age limits prescribed below at the time of the examination and the date of enlistment. If successful they will be despatched to the United Kingdom so as to arrive in that country on or about the 1st January and 1st May respectively, i.e., approximately five months, after appearing at the examination. Their enlistments will be carried out in India at the latest possible date prior to embarkation, the actual date being fixed by the command headquarters concerned

(b) The following table shows the age limits for examination and enlistment—

Trades.	Minimum age to compete for examination.		Maximum age to compete for examination.		Minimum age on enlistment.		Maximum age on enlistment.	
	Yrs.	Mos.	Yrs.	Mos.	Yrs.	Mos.	Yrs.	Mos.
Artificer, R. A. and Armourer, R. A. O. C.	13	7	14	4	14	0	14	9
Electrician (Signals), Instrument Mechanic and Operator (Signals). All of Royal Corps of Signals.	13	10	14	7	14	3	15	0
Bricklayer	15	3	15	11	15	8	16	4
Draughtsmen Clerk and Surveyors.	13	7	15	0	14	0	15	5
All other trades	13	7	16	1	14	0	16	6

(c) The final selection of candidates for Category IB for enlistment and their appointment to various corps will be made by the War Office

125. Sons of soldiers and boys of the Lawrence Schools, India, subject to their attaining a qualifying standard at the examination will be nominated by the Army Council provided that they are eligible in all other respects. All other candidates, including the sons of ex-soldiers resident with their parents at military stations in India, will be required to pass sufficiently, high in order of merit to secure a vacancy.

The Army Council may, in special circumstances, nominate a boy for enlistment subject to satisfactory evidence that he is up to the required standard of education.

126. **Examinations, Category IV.**—Applications to attend the examinations for candidates for enlistment in Category IV will be made on A. F. B. 59, which will be completed and forwarded in duplicate through the authorized channels to command H. Q. accompanied by a birth or baptismal certificate, a certificate of physical fitness for service in the Army a certificate of moral character and a certificate that the boy is of pure European descent.

On receipt of these documents command H. Q. will examine them carefully to ensure that the applicant fulfills all the conditions specified before proceeding with arrangements for holding the educational examination. Any candidate who fails to fulfil all the conditions will not be permitted to compete at the educational examination.

The educational examinations will be held twice a year, on the first Tuesday of July and November, and successful candidates will be enlisted and despatched to England by public opportunity which will secure the candidates' arrival nearest to the dates on which they are required, that is, 1st January and 1st May, respectively. District commanders will arrange for these examinations to be held at the nearest military centre or, in the case of the son of a serving soldier, at the station where the boy is resident. One officer will be detailed to supervise the examination for every thirty candidates or less.

The question papers will be prepared at the War Office and sets will be forwarded to the A. G. in sufficient time to be available well in advance of the date of examination. G. Os. C-in-C. commands will render a return to the A. G. by 1st March for the July examination and 1st July for the November examination, showing the estimated number of papers required. Nil returns will be rendered. A block of index numbers will be allotted to each command for each examination. One of these numbers will be allotted by commands, to each accepted candidate and the number entered on Form M. T. 651 and Form M. T. 653, supplies of which will be issued to commands together with the test papers.

Full instructions regarding the carrying out of the examinations and the collection and despatch of the worked papers to the A. G. will be issued from time to time. The duplicate copies of A. F. B. 59 together with the certificates mentioned will be forwarded to the A. G. together with the worked papers. These documents should, however, be enclosed in one envelope for each command and not enclosed with the respective worked papers.

The worked papers will be marked at the War Office and the result of each examination will be notified to the A. G. as early as possible. On the receipt of the result of the examination, command H. Qs. will take steps to notify all candidates accordingly and take preliminary action for the provision of passages for those candidates accepted for enlistment, but no action should be taken to carry out the enlistment of successful candidates until detailed instructions, which will be issued from the War Office, have been received. These instructions will contain the corps, trade, terms of service, etc., for which each boy is to be enlisted, together with instructions for the preparation and disposal of attestation documents complete sets of which will be forwarded for each accepted candidate.

- 127. Trade vacancies, Category IV.**—Only a limited number of vacancies will be available for certain trades at each examination. Candidates should therefore name two or more trades in order of preference in the space provided on A. F. B. 59. Where for any reason successful candidates can not be allotted trades of their choice, an alternative trade will be allotted and the candidate enlisted for training in that trade. In the event of parents or guardians declining to agree to a boy's enlistment, or should the candidate himself decline to enlist for training in the allotted trade, enlistment will not be proceeded with and the candidate will subject to eligibility in all respects, be required to undergo another examination before he can be considered for enlistment. Candidates who fail to qualify at any examination may compete again at a subsequent examination provided that they are eligible in all respects.

Travelling expenses in respect of accepted candidates presenting themselves for attestation are admissible under Passage Regulations, para. 164, but travelling or any other expenses incurred in attending medical or educational examinations are inadmissible.

- 128. Sanction to enlist.**—Unless specially stated applications for sanction to enlist will be forwarded direct by O's C units to A. H. Q., accompanied by a statement that the recruit is considered suitable in every respect for the arm of the service into which he desires to enlist and that all applicable conditions have been fulfilled. No documents, except where specifically required, will accompany applications. No enlistment will be carried out until the sanction of H. I. the C-in-C has been given. As soon as an enlistment has been carried out, a notification on A. F. B. 139 will be sent by the O. C. unit concerned to the War Office and a copy to A. H. Q.

- 129. Recruits for other arms.**—Applications from individuals who are specially recommended for arms of the service other than those for categories I to IV may be forwarded on A. F. B. 203 to A. H. Q. for transmission to the War Office.

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#### SPECIAL CONDITIONS OF SERVICE, ETC.

134. R. E. other ranks.—Details regarding the employment and conditions of service of R. E. British ranks in India are contained in R. E. Conditions of Service (India) R. E. soldiers in India are employed in S. & M. units, the M. E. S. and the Defence Lights Maintenance Section. All R. E. soldiers serving in India are borne on the strength of H. Company, R. E., which is a unit with H. Q. in E.-in-C.'s Branch, A. H. Q., maintained for the purposes of liaison with the War Office and the O. i/c. R. E. Records, and for controlling posting and transfers.

135. **I. S. C.**—All British ranks of the R. Signals serving with the I. S. C. are borne on the strength of L. Company, R. Signals, with its H. Q. at the Signal Training Centre, Jubbulpore. All questions regarding the employment of B. O. Rs., other than R. Signals, with the I. S. C. will be referred to the Commandant, Signal Training Centre, Jubbulpore.
136. **Transfers to the R. Signals.**—In the case of transfers to the R. Signals, the soldier's application and descriptive return (A. F. B 241) will be submitted to the Commandant, Signal Training Centre, Jubbulpore, who, if the candidate is considered suitable, will refer the matter to the O. i/c. records, in accordance with K. R., paras. 305 and 306.
137. **Instructors, A. F. I.**—The rules regarding the appointment of Sergeant Instructors to the A. F. I. and the duties of N. C. Os. of the instructional staff are laid down in Regulations for the Auxiliary Force, India.
138. **British learner clerks.**—Learner clerks may be employed in formation and station staff offices in peace. The numbers to be employed will be notified by A. H. Q. from time to time. The period of service as a learner will be three years. At the end of that period if not already appointed a paid acting sergeant it will be decided whether he is to be returned to his unit or to be retained as a prospective candidate for appointment as a paid acting sergeant in the temporary unseconded establishment of the I. A. C. C.
- The conditions of employment are that they will not be replaced in their units, not be recallable on mobilization and will be transferred from command to command when their units move in relief. They will fire the annual revolver course laid down for British personnel of the I. A. C. C.
139. **Good Conduct Badges, B. O. Rs.**—Instructions regarding the grant, forfeiture and restoration of Good Conduct badges to B. O. Rs. are laid down in the R. W.
- 140.
- 141.

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**HOME ESTABLISHMENT, RESERVE AND DISCHARGE.**

**143. Home establishment.**—Recommendations for transfer to the home establishment will be submitted through the authorized channels to A. G.'s Branch, A. H. Q., and will only be made when the case cannot possibly and suitably be met by the grant of furlough, discharge, or by premature transfer to the Army Reserve. Recommendations will disclose urgent compassionate grounds and as a rule will only be considered provided that the fact has been established that the contingency, on which the application is based, has arisen, or become aggravated, subsequent to the departure of the soldier for India.

The application should fall within one or more of the following categories:—

- (i) Widower with a child, or children, under fourteen years of age and no near relative to look after them.
- (ii) Only son of a widow, or widower, who is in necessitous circumstances and is over sixty years of age.
- (iii) Sole surviving son of a widow who is in necessitous circumstances when one or more sons have been killed in action or have died on active service.
- (iv) Brother who has one or more sisters in necessitous circumstances, the sister, or sisters being incapable of earning a living and wholly dependent on the soldier.
- (v) Husband whose wife is in necessitous circumstances and is a chronic invalid and wholly dependent on the soldier, either with or without children or, if with children, no child capable of earning.
- (vi) Parent, wife or child, residing in the United Kingdom is certified by a qualified medical practitioner to be so seriously ill that the illness is likely to terminate fatally within a stated period.

Cases not falling under one or other of the headings specified may be forwarded provided the circumstances are abnormal and merit the requested concession.

Every application will be accompanied by a written verification of the facts and will include the applicant's Army number, rank, name in full, corps, date of enlistment, engagement on which serving, and his date of embarkation for India.

If the application is submitted by a relative on the soldier's behalf it will show the relationship of applicant to the soldier, whether the applicant is capable of work, and the income of the applicant from all sources.

- 144. Army Reserve in India.**—Discharges and transfers to the reserve for the purpose of residing in India will only be authorized when adequate proof is furnished that the soldier has obtained a guarantee of employment that is likely to be permanent, and that he is able to maintain himself, and his dependents, if any, in European style. This is not applicable to soldiers enlisted in India.

Applications for discharge or transfer to the Army Reserve under the provisions of Rule 137, clauses (ii), (iv) and (v) only, and Rule 138, clauses (ii) and (iii), will be referred to A. H. Q. to enable the permission of H. E. the C-in-C to be obtained. All discharges and transfers to the Army Reserve in India, are subject to the provisions of K. R. paras 353 and 470

Discharges and transfers to the reserve for the purpose of proceeding to any country other than the U. K. are subject to compliance with the relevant immigration regulations. Full information regarding these can be obtained on application to the local government or passport issuing officer of the civil district, in which the soldier is serving at the time of his discharge or transfer to the reserve.

Before applications for discharge or transfer to the Army Reserve in India are submitted for the sanction of the competent authority the local branch of the ex-Services Association will be consulted as to whether the employment offered is recommended or not

See also Army Vocational Training (India), 1933. - -

- 145. Discharge by purchase, payment passages.**—During a trooping season, payment passages in a government vessel or hired transport may become available, but no promise of such passages can be given nor can they be claimed as a right. In the event of such passages becoming available, they can only be allotted at short notice after provision has been made for all entitled passengers. The rates charged for payment passages in a government vessel or hired transport will be notified in A. Is. I. from time to time.

- 146. British Insanes.**—Instructions regarding the disposal of British insanes are contained in Regulations for the Medical Services of the Army in India.



147. **Prescribed tours.**—The prescribed tour of duty for V. O. Rs. and Queen's Army Schoolmistresses in India is four years (see also K. R. paragraph 1116). The tour of service commences from the date of embarkation for India.
148. **Settlement of accounts.**—The accounts of B. O. Rs. of the R. E., who have elected continuous Indian service, and those of R. Signals on the special roster will be settled in accordance with the instructions laid down for I. U. L. personnel in Instruction 174.

149.

**150. Inefficiency and suspension of Queen's Army Schoolmistresses.**—

Any cases of inefficiency on the part of a Queen's Army schoolmistress, which come to the notice of Inspectors of Educational Training when on tour, will be noted in their school reports

In cases of serious misconduct or inefficiency, the O. C. a school will submit without delay a special report to higher authority.

The G. O. C-in-C. a command may suspend a schoolmistress from duty for any action which, in his opinion, renders her liable to dismissal, pending the decision of the Army Council on her case.

Such suspension will take effect from the date on which the orders of the G. O. C-in-C. are communicated to her.

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**SHORT SERVICE ARMY SCHOOLMISTRESSES.**

151.

- 152. Method of application.**—Candidates will apply to the A. G. on a special form. Original documents, or copies certified to be true by a commissioned officer a magistrate or a minister of religion, are required in support of the entries made in the application form against age, references and recommendations, general educational qualifications, qualification at a training school, dates of commencement and termination of last appointment or qualifying period at a training college or school.
- 153. Medical examination.**—Candidates are required to undergo medical examination, without fee, by an officer of the R. A. M. C. or the I. M. S. The standard of medical fitness is that laid down for Queen's Army schoolmistresses.
- 154. Selection Board.**—Candidates are required to appear before a selection board for a personal interview. The board will include a staff officer, an officer of the A. E. C., preferably an inspector of educational training, and a medical officer. It will satisfy itself that candidates possess the necessary cultural qualifications, that is, general bearing, manners, appearance, accent, etc.
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## CHAPTER III. INDIA UNATTACHED LIST.

- 162. Appointment and transfer to the I. U. L.**—Applications by N. C. Os. and men of good character will be submitted in accordance with the instructions on I. A. F. U 1740, to the head of the dept., as defined in Rule 162 for consideration and registration. Applications from men of the I. U. L. for other departmental appointments will be similarly submitted. Casualties among accepted candidates will be reported as they occur to the registering authority. The departure of an accepted candidate from the Indian establishment necessitates the removal of his name from the list of candidates for appointment to the I. U. L. If an accepted candidate desires to remain in India and thereby remain eligible for selection he should take steps before his unit leaves India to obtain transfer to another unit. Such transfers will be carried out under K. R. Recruitment of musicians for bands may be carried out with the concurrence of the War Office, by the direct enlistment of civilians *ex-India*, and from registered candidates, who, since registration, have left India. Recruitment will not be carried out from soldiers who have not been registered for employment with the Bands while serving in India.

When a vacancy occurs in the permanent establishment the head of the department will inform the officer under whom the candidate is serving. The latter will prepare I. A. F. U 1742 and forward it through the candidate's unit to the district H. Q. concerned for the sanction of the permanent transfer and its publication in Part II orders.

- 163. Promotion to commissioned rank.**—Before a recommendation is submitted for the promotion of a W. O. of the I. U. L. to commissioned rank, the candidate will be interviewed by a district or brigade commander, or head of dept., in the case of those serving at H. Qs. of depts., who will examine the W. O.'s eligibility for a commission. The officer conducting the interview will satisfy himself that both the character and military record of the W. O. are up to the standard required of an officer.
- 164. Special promotion.**—The services rendered should not merely be of very distinguished merit, but should be exceptional and exacting, and denote ability and devotion to duty of a very high order, and such as could only be carried out by one who is exceptionally gifted.
- 165. Recommendations for special promotion.**—The channel for submission of recommendations for special promotion is as follows —
- (i) *For service in the field.*—The General Officer Commanding the Force will include his recommendations in a despatch to the C. G. S. The latter will take the general orders of H. E. the C-in-C and forward a copy of such orders to the A. G. who will consult the head of the dept. at A. H. Q. or the dept. of government concerned direct and take the final orders of H. E. the C-in-C. before submitting the recommendation to the G. of I.

- (ii) *For service in peace.*—The local head of a dept. will submit his recommendation to the brigade commander for his remarks and transmission to command H. Q. The G. O. C.-in-C. command will record his remarks and forward the recommendation to the A. G. The latter will consult the head of the dept at A. H. Q. concerned and take the orders of H. E. the C.-in-C. before submitting the recommendation to the G. or I. Recommendations for special promotion will be submitted on the 1st July annually for submission to the S. of S. and publication in January of the following year.

### DOCUMENTS.

166. **General.**—Immediately a British soldier leaves his unit for employment on the I. U. L., all his documents will be sent to the head of the dept.

Appointments to the I. U. L., changes in rank, transfers, furloughs, remands, dismissals, discharges, marriages, births and deaths in their families, etc., will be entered in the soldier's duplicate attestation by the head of the dept. or officer under whom the soldier is serving. Arrests and court-martial entries, also dates from and to which consolidated pay has been drawn will similarly be entered. All entries so made will be communicated to the officer in possession of the original attestation.

The head of the dept. or the officer under whom the soldier is serving will be responsible for the maintenance of all the documents [with the exception of those which are kept by the record officer at Home and medical history sheets (A. F. B 178) which will be maintained as directed below], and for communicating direct to the O. i/c. records concerned all changes necessitating an entry in the soldier's original attestation paper. A copy of Form 280 will be kept with his documents for all ex-airmen of the R. A. F. serving in the I. A. C. C. The regimental conduct sheet (A. F. B 120) and the company conduct sheet (A. F. B 121), for sergeants only, will, until the soldier is promoted to departmental warrant rank, be maintained by the officer under whom the W. O. or N. C. O. is serving.

Medical history sheets (A. F. B. 178) in respect of all W. Os. and N. C. Os. of the I. U. L., will be maintained by the medical officer in charge of the medical inspection room or military hospital. In cases where this is not practicable, the medical history sheets will remain with the other documents in the custody of the officer under whom the W. O. or N. C. O. is serving. In the latter case, the medical history sheets will be forwarded to the medical officer concerned as occasion requires. The medical history sheet of a departmental W. O. will cease to be maintained from the date of his promotion to commissioned rank when it will be filed with his documents.

- 167. Disposal on promotion to departmental warrant rank.**—The original attestation of a soldier promoted to departmental warrant rank will thereafter be maintained by the Secretary, Royal Hospital, Chelsea, to whom it will be forwarded direct by the O. i/c. Records at Home. The duplicate attestation will continue to be maintained as directed in Instruction 166.
- 168. Disposal on remand for discharge in the U. K.**—The documents of the soldier will be despatched to the O. i/c, Home Records at the time of his repatriation to the U. K.
- 169. Disposal on retirement.**—Application for the retirement to pension in India from any cause of a departmental officer or W. O. will be submitted on I. A. F. A 311, together with a copy of I. A. F. A 312 (Record of service) and A. F. B 200 to the head of the dept. (Officer-in-Charge, I. A. O. C. Records in the case of I. A. O. C. Warrant Officers who will countersign I. A. F. A. 311 on behalf of the Director of Ordnance Services), for sanction and transmission to the C. M. A. concerned for issue of the pension notification.

When a departmental officer or W. O. is due to retire *ex-India* his duplicate British attestation, I. A. F. A 312 (Record of service) fully completed and a copy of pages one and two of his I. U. L. record of service (I. A. F. U 1744) will be sent by the officer responsible for their maintenance to the Secretary, Military Dept., India Office. In addition the regimental conduct sheet for all W. Os., the medical history sheet and certificate of service (A. F. B 109) for departmental W. Os. and duplicates of the previous five years confidential reports for departmental officers will be forwarded to the India Office. These documents will be forwarded so as to reach the India Office not less than one month before the individual is due to retire. In cases of retirement in India these documents less the confidential reports will be despatched after admission to pension. Where the duplicate attestation has been destroyed the fact will be reported to the India Office. A copy of I. A. F. A 312 (Record of service) will also be sent to the Controller of Military Accounts and Pensions for completion of the Pension Allocation Form.

Applications submitted while on leave in the U. K. will be addressed to the Secretary, Military Dept., India Office, at least two months before the expiration of the leave but when it is desired to retire a W. O. compulsorily while on leave in the U. K. the head of the dept. will submit the necessary papers to the G. of I. for transmission to the S. of S.

In the event of the death while in the service of a departmental officer or W. O. the documents referred to will be forwarded at the earliest opportunity to the C. M. A. or to the India Office dependent on whether the death occurred in or out of India.

- 170. Disposal on becoming non-effective.**—The documents of non-effective non-departmental W. Os. and all N. C. Os. of the I. U. L. will be disposed of by the head of the dept., or officer under whom the non-effective was serving, as directed in K. R. In the case of non-effective departmental officers and W. Os. all documents, other than those to

be despatched to the India Office, in the possession of the officer under whom they were serving at the time of becoming non-effective will be forwarded to the A. G., except in the case of the R. I. A. S. C. when they will be forwarded to the O. i/c. R. I. A. S. C. records

- 171. Application for discharge.**—Application for the discharge of a non-departmental W. O. or any N. C. O. will be forwarded by the head of the dept. or officer under whom the soldier is serving to the district commander in whose district the soldier is serving. The latter will issue an order authorizing the soldier's discharge, removing him from the I. U. L. and transferring him to his unit in the rank held at the time of his removal. The date of discharge will be notified by the O. C. unit to the district commander.

The O. C. unit will prepare all discharge documents and will settle all claims, in communication with the officer under whom the soldier is serving.

The last pay certificate will be issued to the Home authorities direct by the C. M. A. actually paying the individual. The unit to which the individual is formally remanded, and the C. M. A. in whose payment the unit is situated, will be notified accordingly.

If, at the time, the soldier's original unit is not in India he will be attached to the nearest unit of the arm of the service concerned

Copies of Part II regimental orders containing notifications of the remand of I U. L. ranks to regimental duty will be forwarded without delay by the O. C. unit concerned to the Secretary, Military Dept., India Office.

- 172. Medical unfitness.**—Non-departmental W. Os and N. C. Os. of the I. U. L., reported medically unfit for further service will proceed to the U. K. on leave.

Those recommended for a change of air in India will be sent to a sanitarium for duty and will not be removed from the I. U. L.

- 173. Discharge, other than departmental W. Os.**—Soldiers serving on the I. U. L., other than departmental W. Os., are, for the purpose of discharge, remanded in their I. U. L. rank to their British units in order that the documents may be prepared for transmission to the O. i/c. records concerned in the U. K. If, at the time, the soldier's original unit is stationed out of India the preparation of documents will be undertaken by the nearest unit in India belonging to the same branch of the service. The documents of a soldier remanded from the I. U. L. and repatriated for discharge will accompany him to the U. K.

- 174. Settlement of accounts.**—The following procedure will be followed in regard to the settlement of the accounts of other ranks for discharge, other than departmental W. Os., on their arrival in the U. K.:—

(i) The accounts of soldiers not granted privilege leave under Indian regulations pending discharge will be settled by the O. C. unit to

which the man's pay account is transferred by the Home paymaster and all credits, including any gratuities admissible under R. W. Articles 1031 and 1032, and also the plain clothes allowance will be recovered direct from the India Office by the regimental paymaster. A soldier not granted privilege leave is eligible for fourteen days furlough, or bonus in lieu under the conditions laid down in K. R., para. 1560.

(ii) Regarding soldiers granted privilege leave under Indian regulations pending discharge, each soldier will be in possession of a furlough certificate showing that he has been granted leave. He will report his arrival in writing to the India Office immediately on disembarkation. The O. i/c. records will be informed by the India Office of the soldier's arrival, in order that his discharge may be carried out and the O. i/c. records will notify the India Office of the actual date of discharge. The soldier's accounts and all credits including gratuities and the plain clothes allowance will be settled by the India Office

In cases in which the long service and good conduct medal with gratuity has been awarded payment of the gratuity will be made by the regimental paymaster, or by the India Office, whichever is responsible for the settlement of the soldier's account.

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## CHAPTER IV.—VICEROY'S COMMISSIONED OFFICERS, INDIAN OTHER RANKS AND NON-COMBATANT PERSONNEL.

### ENROLMENT, APPOINTMENTS AND PROMOTION.

- 181. Enrolment.**—Combatants will be enrolled on I. A. F. K 1162, non-combatants on I. A. F. K 1165.
- 182. Re-enrolment.**—In assessing the age of an individual who presents himself for re-enrolment, enrolling officers and recruiting medical officers will refer to the individual's discharge certificate in order to ascertain the age assessed on original enrolment, before entering the apparent age on the enrolment form. In all cases his age in years and days will be calculated from the age as assessed on his original enrolment.
- 183. Verification of character.**—The character and antecedents of all persons enrolled under the I. A. A. irrespective of whether they are to be subsequently attested or not, will be verified in accordance with the instructions on I. A. F. K 1152. That information will be obtained immediately after enrolment and no person will be attested until the verification has taken place. I. A. F. K. 1152 (verification roll) will be retained with the record copy of a man's sheet roll.
- 184. Enlistment of Gurkha boys.**—The sons, orphans having preference, of Gurkha combatants and, failing these, the sons of non-combatants who are not less than ten years of age and are likely to develop into effective soldiers may be brought on the establishment of recruit boys of Gurkha battalions. The O. C. may discharge a recruit boy for misconduct, unsuitability, or at his own request.
- Boys will be enrolled, but will not be transferred to the ranks, or attested until sixteen years of age, and then only if sufficiently matured. If they do not attain the required physical standard by the age of eighteen they will be discharged by the O. C. Recruit boys will remain at the regimental centre where they will be regularly drilled and given educational instruction.
- 185. Medical examination of recruits.**—The medical re-examination immediately on arrival at his unit of a recruit enrolled by a R. O. and passed fit by a recruiting medical officer is not permissible. Only in exceptional cases, where the medical officer in charge of the case considers it unlikely that a recruit will make an efficient soldier, will he be medically boarded before undergoing training.
- When a recruit breaks down while undergoing training or is found to be suffering from a disability likely to prevent him becoming an efficient soldier he will be medically boarded, and, if found unfit, discharged under I. A. A. Rule 13, item IV.
- 186. Clerical establishment, combatant units.**—Clerical establishments for I. A. units are included in units' peace establishments.

A man enrolled as a soldier clerk, for whom a knowledge of English is essential, will be on probation for two years, during which period he may, if considered unsuitable for a clerical career, be given the option of discharge or of transferring to combatant duty, provided he

is medically fit and belongs to a class from which combatants are recruited.

At least fifty per cent. of the clerical establishment of a unit will be fit for service in the field and the remainder fit for clerical duty in India.

When a clerk whose grade pay has been forfeited entirely or in part for a period up to six months is still inefficient, application will be made to the brigade commander for his reduction in rank.

**187. Continuance in the service.**—On completing fifteen years' service, sowars, sepoy, and others ranking as such will be subjected to a strict medical examination and only those whom, in the interest of efficiency, it is desirable to retain in the service will be permitted to continue to serve. Men who subsequently become unfit, may be transferred to the pension establishment at any time after completing fifteen years' service.

**188. Transfers to other corps.**—When an Indian soldier applies for transfer to another corps under Rule 210 the soldier's C. O. will send a descriptive roll (I. A. F. Z 2058) to the C. O. of the proposed corps. Any objections or disqualifications will be mentioned in the column of remarks. If the C. O. of the proposed corps is willing to accept the transfer he will, when applicable, first consult the O. i/c. records of his corps, and if no objection is raised return the descriptive roll to the soldier's C. O., who will then carry out the transfer.

Only sowars with not less than three and not more than seven years' service and N. C. Os. and clerks with not less than seven years' service belonging to Indian cavalry regiments will be permitted to transfer to the A. R. D. (See Rule 230).

**189. Appointment of unpaid lance ranks.**—In addition to the authorised number of each rank laid down in peace establishments, C. Os. are permitted to appoint unpaid lance ranks at their discretion provided such appointments are considered essential in the interests of efficiency.

**190. Promotions, I. S. C.**—To enable the Commandant, Signal Training Centre, India, to make promotions to the rank of naik and above, separate rosters will be maintained for each class enlisted in the I. S. C. Since promotion is by selection, Os. C., I. S. C. units will submit annual confidential reports to the Commandant, Signal Training Centre, India.

**191. Promotion to warrant and Viceroy's commissioned rank.**—The syllabus of the examination for promotion to W. O. or V. C. O. is laid down in Appendix IV to these Instructions. The examination, details of which will be notified in unit orders, will be conducted by a board of officers under unit arrangements. The O. C. unit will be the president of the board. Promotion rolls will state that the examination has been passed.

Recommendations for promotion to V. C. O. will be submitted on I. A. F. Y 1925 through the authorised channels to the District or Independent Brigade Area Commander, who, when satisfied that the promotion is in order, will retain I. A. F. Y 1925 and submit a draft Gazette of India notification to the A. G.

In the case of N. C. Os. of the Regiment of Indian Artillery a certificate as follows will be required on I. A. F. Y 1925—

### **MOUNTAIN ARTILLERY.**

**Promotion to Jemadar.**

"I am satisfied that the candidate is fit to command a detached section of Mountain Artillery in action."

**Promotion to Subadar.**

"I am satisfied that the candidate is fit to command a section of Mountain Artillery forming the Artillery of a detached column."

### **ANTI-TANK ARTILLERY.**

"I am satisfied that the candidate is fit to command a troop of anti-tank artillery."

### **INDIAN FIELD ARTILLERY.**

**Promotion to Jemadar.**

"I am satisfied that the candidate is fit to carry out the duties of A. C. P. O. and G. P. O. in action and to control the fire of a troop."

**Promotion to Subadar.**

"I am satisfied that the candidate is fit to carry out the duties of a Troop Commander and C. P. O. in action."

### **HEAVY ARTILLERY AND BRITISH FIELD ARTILLERY.**

"I am satisfied that the candidate is fit to perform the duties of Jemadar (or Subadar) in Heavy Artillery/British Field Artillery."

**192. Direct commissions as V. C. Os.**—Applications will be dealt with by the O. C. unit in which a candidate desires appointment. If there is a vacancy, or if one is likely to occur within a reasonable time before the applicant has attained the age limit, the O. C. unit will arrange to interview him. At the interview he will satisfy himself that as regards personal appearance, physical fitness, character and disposition the candidate is fit to be an officer, and that the candidate's educational attainments are at least up to the standard of the V. C. Os. of his unit who have been promoted from the ranks.

Should the candidate be satisfactory in all respects and the O. C. willing to take him, I. A. F. Y 1935 will be completed, verified if necessary by the civil authorities, and forwarded together with I. A. F. Y 1925 through the authorised channels to the A. G. When a candidate has completed his period of probation as laid down in Rule 221 a special report on his character and capabilities will be submitted to the A. G. to enable H. E. the C-in-C to decide the question of his confirmation.

**193. Direct commission vacancies.**—Not more than one vacancy in every four in a cavalry regiment and one in every five in an infantry battalion will be filled by officers to whom direct commissions have been granted. In the case of Gurkhas special consideration will be shown to those candidates who, instead of being brought up in the

lines of a battalion, have been sent at an early age by their parents to be educated in Nepal.

194. **Commissions and warrants.**—Commissions as V. C. Os. honorary commissions as I. C. Os. and warrant for W. Os. are granted by the G. of I. Replacement of a commission or warrant is permissible only where it is established that the loss occurred in circumstances beyond the owner's control.
195. **Attachments.**—Personnel of the Indian States Forces, and of Military Police and Indian Police units may only be attached to I. A. and R. A. units after the consent of the district commander and the O. C. unit concerned has been obtained.

The Military Adviser-in-Chief, Indian States Forces, will be the competent authority to sanction the attendance of Indian States Forces personnel at army schools of instruction.

196. **Promotions, Survey Section R. A.**—Promotions and appointments of V. C. Os. and I. O. Rs. in the Survey Section, R. A., are on a Survey Section roster, and are subject to the individuals having passed the prescribed examination and/or being in possession of the requisite qualifications.

The syllabus of the examination and qualifications are laid down in Appendix IV-A to these Instructions.

197. **Appointment of Q. M. havildars, R. A.**—The training of Q. M. havildars will be carried out by units, and every unit will always have at least one non-commissioned officer under training.

N. C. Os. will be required to be qualified as under before they are recommended for appointment.—

- (i) be in possession of a second class certificate of education;
- (ii) be able to read and write English sufficiently to deal with I. O. Rs. food, clothing, ledgers and accounts;
- (iii) be competent to operate equipment, clothing and barrack ledgers and prepare ration returns;
- (iv) be able to draw and supervise the issue of rations and supervise the messing of Indian ranks;
- (v) be able to supervise the sanitary arrangements of Indian barracks and lines;
- (vi) be able to issue clothing, necessities and equipment to Indian ranks;
- (vii) have a thorough knowledge of regulations with which they will be required to deal;
- (viii) be competent to maintain discipline and to carry out routine and training duties.

A roster will be maintained at the R. A. T. C. of n. c. os. qualified and recommended. This will be kept up to date from the quarterly confidential returns on havildars.

A vacancy in a regimental unit will be filled by the quartermaster havildar of the battery in which the senior qualified and recommended havildar, of the class concerned, is serving; the latter will then be

appointed in his own battery. When, however, a havildar at the R. A. T. C. is the senior havildar of his class qualified and is recommended for the appointment of quartermaster havildar, he will be returned to his battery and appointed therein, and the quartermaster havildar of that battery will be posted to fill the vacancy.

### DISCHARGE, RESIGNATION, ETC.

**198. Reduction of an inefficient N. O. O.**—When a person subject to the I. A. A. who was promoted to non-commissioned rank by reason of his selection for an appointment carrying that rank (see Rule 201) is removed from his appointment and is not in every respect fully qualified to perform the ordinary duties of his equivalent rank, application will be made to the proper authority for his reduction under the provisions of I. A. A. Section 19 (1).

**199. Discharge.**—Discharges will be carried out with all convenient speed in accordance with the terms of I. A. A. Rule 13

**199-A. Part II Orders notifying discharges.**—When persons enrolled under the I. A. A. but governed by Civil Service Regulations for pensionary purposes, are discharged under I. A. A. Rule 13 (B), Item IV of Table—"services no longer required"—the reason for the discharge will be included in the Part II Order notifying it; e.g., misconduct, insolvency not due to age, failure to pass a prescribed examination etc.

**200. Summary dismissal or discharge.**—Applications for summary dismissal or discharge under I. A. A. rules of any person subject to the I. A. A. will be made on I. A. F. Y 1919 on which the authority authorising dismissal or discharge will endorse the necessary order to which the O. C. unit of the person concerned will give effect.

An officer or soldier sentenced to death by a court-martial or civil court will not be discharged or dismissed, but will be struck off the strength of his unit or corps on the date on which the sentence is carried out.

**201. Discharge Certificate.**—All persons on discharge will be given a discharge certificate (I. A. F. Y 1919) which will be completed in English and in the language normally spoken by the individual discharged. Discharge certificates will be serially numbered immediately on receipt from the Forms Store (*vide* page 3 of I. A. F. Y. 1919). A register of such certificates issued will be maintained and will show regimental number, rank, name, date of discharge and serial number of the certificate.

These certificates will be serially numbered immediately on receipt from the forms store (*vide* page 3 of I. A. F. Y. 1919). A register of such certificates issued will be maintained and will show regimental number, rank, name, date of discharge and serial number of the certificate.

**202. Duplicate discharge certificates.**—Duplicate discharge certificates will never be issued. Should the discharge certificate be lost, the O. C. records or the O. C. unit in which the man last served may, if he is satisfied as to the cause, issue I. A. F. Y 1919-A in lieu.

**203. Assessment of character.**—On discharge the O. C. unit will enter on the discharge certificate the man's military character while serving with the colours. The entry will be exemplary; very good; good; fair; indifferent; bad; or very bad as the case may be.

An exemplary character is the highest that can be given to any soldier and is to be awarded only to a soldier whose period of service has enabled his conduct to be thoroughly tested. The O. C. unit is the sole judge whether a soldier is to be granted an exemplary character, the grant being discretionary and not obligatory. A soldier will not be eligible for an exemplary character if during his service he has been:—

- (i) sentenced by a civil court to imprisonment and has undergone that sentence
- (ii) sentenced by a court-martial to imprisonment or has had his trial for desertion or fraudulent enlistment dispensed with
- (iii) convicted of drunkenness during the last five years of his service.
- (iv) reduced to a lower grade or to the ranks for an offence under the I. A. A.

A bad character will not be awarded to a soldier in possession of a good conduct badge or to a N. C. O.

**204. Recommendations for civil employment.**—On discharge, together with his discharge certificate a man will be given a recommendation for civil employment (I. A. F. Y 1962) subject to the conditions laid down in Appendix III to these Instructions. A copy of I. A. F. Y 1962 may be given to a man once only, and then only when the C. O. is satisfied that the original was lost through circumstances beyond the man's control. I. A. F. Y 1962 is also issued to a man on transfer to the reserve.

**205. Applications to resign, V. C. Os.**—A V. C. O., including one on probation, applying for permission to resign his commission will state his reasons. The application will be forwarded to the district commander who will transmit it to the A. G. for the orders of H. E. the C-in-C.

**206. Compulsory discharge or dismissal of V. C. Os. or W. Os. Class I.**—An application for the compulsory discharge of a V. C. O. or W. O. Class I under I. A. A. Rule 18, items I (iii) and II (iii) (a), or for his dismissal, will be submitted on I. A. F. Y 1948 to the A. G. through the authorised channels. It will be accompanied by a copy of the character roll (I. A. F. D 903) (I. A. F. I 1133 in the case of the I. S. C.), a full report of the grounds on which the application is based and a report from the C. M. A. and Pensions of the pension or gratuity admissible. Successive forwarding officers will add a definite recommendation and any observation likely to assist in a final decision being reached.

### PENSIONS.

**207. Pensions.**—The rules for the grant of pensions to personnel of the I. A. and the rates admissible are laid down in Pension Regulations, India.

**208. Family pensions, investigation of claims.**—On circumstances arising which entitle any individual to a family pension under the rules contained in Pension Regulations, or on receipt of a claim for family pension on account of the death of any soldier, serving or otherwise, the O. C. unit or the head of the dept. will initiate the claim by completing Part I of I. A. F. A 366. Advantage may be taken of the services of any officer touring or on leave in the district in which the family resides to ensure the correctness of all details in the claim. The O. C. unit or the head of the dept. will forward the claims together with any documents substantiating the claim to the civil authorities of the district concerned for investigation and verification and completion of Part II of the form. On receipt of the verified claims the O. C. unit or the Head of the dept. will forward the claim to the C. M. A. concerned. A similar procedure will be followed in the case of claims by a widow to the monetary allowance in respect of the Victoria Cross, Military Cross or Indian Order of Merit. When the claimant resides in Nepal, the claim will be sent to the R. O. for Gurkhas (who will transmit it to the British Envoy at the Court of Nepal, if necessary) for investigation. In regard to the actual preparation and submission of the claim to the C. M. A., the same procedure will be followed as in the case when the claimant is resident in India.

**208-A. Disability and Family Pensions, Indian Army.**—(i) Under the disability and family pension rules for the Indian Army, the only criterion for the grant of such pensions is that the disability or death should be attributable to military service.

(ii) Except in the cases mentioned in clause (iii) below, the medical board, or the medical officer signing the death certificate, will state the cause of the disability or death.

The medical board/medical officer will further express their/his opinion.—

(a) as to the circumstances for which the disability/death arose,

(b) whether or not the cause of the disability/death was attributable to military service.

Such opinion will be based on medical grounds only and the reasons underlying them will be stated. Such opinion is, however, subject to review by the pension sanctioning authority and by the Government of India. Cases in which the pension sanctioning authority disagrees with the opinion of the medical board/medical officer, or feels doubtful about its correctness, should be submitted for the orders of the Government of India.

(iii) Cases in which disability or death is the result of an accident are exceptions to the above general rule and will be treated as follows.—

A court of enquiry will, if considered necessary by the C. O., be held as soon as possible after the accident, in accordance with Instruction 446, which also lays down the procedure for the submission of the proceedings of the court.



In cases of disabilities (or deaths) resulting from accidents attributable to serious, gross or culpable negligence, i.e., in cases, where an element of foolhardiness beyond normal or gross stupidity exists, the question whether a disability (or family) pension should be granted under the Pension Regulations, India, will be decided by the G. of I. to whom all such cases should be referred. Normal or minor contributory negligence may, however, be ignored for the purpose of determining "attributability".

(iv) When the local administrative authorities are of the opinion that a disability was sustained in circumstances similar to those encountered on field service, the G. of I. will decide whether the field service rate of pension should be granted.

**209. Reservists' pensions.**—In the case of reservists who become due for discharge to pension while away from their units, their attendance at the unit or military hospital should be obviated by taking thumb and finger impressions during their last training, or by sending I. A. F. A 309 and I. A. F. Y 1948 to the nearest magistrate or the deputy commissioner or collector of the district in which the men live. C. Os. may, however, if they are satisfied that the requirements of the case will be equally met, send the forms to District Soldiers' Boards where such are available. Similar action will be taken as regards completion of page ten of the sheet roll (I. A. F. K 1155) except that, instead of forwarding the form, a manuscript copy in duplicate of the statement of accounts on discharge from the reserve will be forwarded along with the pension documents. On return, a copy will be pasted in the original and record sheet rolls.

**210. Persons dying at their homes while on sick leave or while in receipt of disability pensions.**—When a person proceeds to his home on leave on m. c. on account of a disability certified to be attributable to military service or after being invalided from the service with a disability pension, the O. C. unit will send a copy of the m. c. or medical board proceedings specifying the disability, to the collector or deputy commissioner of the district in which the person resides. If the person dies while on leave or while in receipt of the disability pension, the O. C. unit will, on being made aware of the death of the person, procure from the collector or deputy commissioner of the district concerned a certificate signed by a competent medical practitioner certifying to the immediate cause of death and stating whether death is due to the disability referred to in the copy of the m. c. or medical board proceedings. It will then rest with the O. C. unit to determine whether a claim for family pension should be instituted.

**211. Forfeiture of pensions.**—An orders for the withholding, reduction, or restoration, in full or in part, of the pension or gratuity of an Indian military pensioner, under the provisions of Pension Regulations, India, para 184, will be notified by the district commander concerned, both to the C. M. A. concerned and to the O. C. the pensioner's late unit.

## DUTIES OF V. C. Os. AND W. Os. AND GOOD CONDUCT BADGES, I. O. Rs.

- 212. Duties of the senior V. C. O.**—The resaldar-major, subadar-major or senior V. C. O. of a unit occupies the position of confidential adviser to the O. C. unit and is responsible for keeping him acquainted with every occurrence, circumstance, or condition among the Indian ranks which may be prejudicial to the general good feeling or interests of the unit. The excuse that matters had not come to his knowledge can never be accepted. He will be selected for his uprightness of character and personal influence.
- 213. Duties of platoon commanders.**—A troop, platoon or group commander is responsible to his squadron or company commander for the training, discipline and administration of his command, and will keep him acquainted with all occurrence that affect it. The senior troop, platoon or group commander present is responsible that no unauthorised persons remain in the lines of the squadron or company.
- 214. Duties of the jemadar adjutant, jemadar Q. M. and jemadar education officer.**—Os. C. units and training and educational establishments for which the appointments are authorised will appoint jemadars as woordie-major or jemadar adjutant, jemadar Q. M., and jemadar education officer. The woordie-major or jemadar-adjutant is responsible for the duty roster and for the list of strangers temporarily residing in the lines. He will assist the adjutant and will inform him of every circumstance affecting the discipline of the unit. A candidate for the appointment of woordie-major should have qualified at the Equitation School. The jemadar Q. M. will inspect and distribute rations and will assist the Q. M. in the performance of his duties. The jemadar education officer must have obtained an instructor's certificate at the Army School of Education. His duties are laid down in Educational Training I. A.
- 215. Duties of W. Os.**—The regimental, battalion or senior W. O. of a unit is responsible for keeping the O. C. unit acquainted with every occurrence, circumstance or condition among the Indian other ranks, which may be prejudicial to the general good feeling or interest of the unit. The excuse that matters had not come to his knowledge can never be accepted. He will assist the adjutant, and will inform him of every detail affecting the discipline of the unit as a whole. The importance of the appointment of regimental or battalion W. O. is so great that the incumbent will be specially selected for his uprightness of character and personal influence. He will always rank as the senior W. O. in the unit. When he is absent, his duties will be performed by the next senior W. O., other than the head clerk W. O.

The Q. M. W. O. will assist the Q. M. in the performance of his duties. He will be directly responsible, under orders of the Q. M., for the inspection and issue of rations. He should have attended a course of instruction of Q. M.'s establishments at supply depots.

**235. Discharge.**—On the man attaining the age of forty-eight or on leaving the Survey of India, the Surveyor-General will notify the Commandant, K. G. V's O. Bengal S. and M. who will, if competent, carry out the man's discharge. Otherwise it will be carried out by the Brigade Commander in accordance with I. A. A. Rule 13.

### (i) EQUIPMENT AND REPORTS.

**236. Medical examinations.**—A medical examination will be carried out when a man is enrolled direct into the reserve, when a man is transferred to the reserve from the colours and before each training.

In the case of direct enrolment, the examination will be similar to that for recruits; in other cases it will be limited to ascertaining his fitness for further duty, according to the average of the reservists' class and length of service. Reservists will not be rejected for minor disabilities but only men who are physically and mentally fit for field service will be retained in the reserve.

Reservists found unfit for duty on reporting for training will be admitted to hospital, if necessary, up to the maximum limit of double the length of the ordinary period of training. If at the end of that period, they are considered unfit for further service they will be brought before a medical board for discharge under I. A. A. Rule 13, item III (iv). The O. C. reservists will arrange that their discharge will take effect from the date following that up to which they are entitled to full pay, etc., discharge certificates (I. A. F. Y 1949) filed in accordingly being furnished to them on or before that date.

**237. Equipment.**—Arms and equipment will be stored and indents prepared and submitted as laid down in E. R. L., Part I, para 285.

**238. Books.**—The O. C. reservists will maintain such of the books, laid down in Instruction 516 as are appropriate, and in addition medical history sheets (I. A. F. M 1242).

**239. Summer Clothing.**—Field service scale of clothing will be held by units with which reservists carry out training except in the case of Gurkha Reservists for whom clothing will be held by the Recruiting Officer for Gurkhas, Gorakhpur.

**240. Documents.**—When a man is brought on to the strength of the reserve establishment his documents will be sent to the O. C. reservists, I. A. F. Z 2039 being used.

**241. Reports on reservists training.**—On completion of the annual or biennial training O. C. reservists will compile reports and submit them through the authorized channels to command H. Q. Command H. Qs. will compile reports, and submit them to A. H. Q., in a similar manner, for Indian Cavalry by groups; R. A. and the Indian Regiment of Artillery as a whole; Corps of S. & M. as a whole;

I. S. C. as a whole, and infantry by regiments. These reports will include:—

- (i) numbers to whom notices were sent.
- (ii) numbers who reported for training.
- (iii) numbers classed as efficient.
- (iv) numbers discharged as medically unfit.
- (v) numbers trained in machine gun.
- (vi) numbers trained in light machine guns.
- (vii) summary of results of weapon training classifications.
- (viii) general physical fitness of the reservists
- (ix) general remarks.

242. **Discharge certificates.**—On discharge a reservist will give up his reservists certificate and will receive a discharge certificate (I A F Y 1919).

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**(ii) SUPPLEMENTARY RESERVE, RECORDS AND DOCUMENTS.**

**246. Enrolment.**—Reservists will be enrolled by the officer authorized in I. A. A. Rule 7, by Os. C. units, or by officers of corps and services and of the recruiting and technical recruiting organization provided they are enrolling officers within the meaning of I. A. A. Rule 7. The enrolling officer will prepare the enrolment form.

Character and antecedents will be verified as laid down in Instruction 183.

**247. Allotment of reservists**—Personnel may be allotted to units which exist in peace or which will be formed on mobilization. Os. C. reservists under orders from A. H. Q. will post all reservists as they are enrolled and will maintain records of all postings. Information regarding all postings will be furnished to A. H. Q., to Os. C. units which exist in peace, to the O. i/c. mobilization scheme in the case of units to be raised on mobilization and to the reservists themselves. It will also be recorded in the reservists' sheet rolls and identity certificates. In the case of category C the civilian firms to which the reservists belong will be informed of all enrolments.

**248. Extension of service.**—Extensions will be carried out during the twelve months preceding the expiration of the reservists' current term of service.

**249. Documents.**—Os. C. reservists will prepare for each reservist a medical history sheet (I. A. F. M 1242) and, in duplicate, a sheet roll (I. A. F. K 1155 or K 1156). Each sheet roll will be signed by the reservist himself, by a witness and by the O. C. reservists. Both copies of the sheet roll with the enrolment form and personal documents will be maintained by the O. C. reservists.

**250. Disposal of documents.**—On discharge the original copy of the sheet roll will be given to the reservist. The record copy, enrolment form and other personal documents will be retained by the O. C. reservists for twenty-five years.

On a reservist becoming non-effective through desertion both sheet rolls and the enrolment form, etc., will be kept by the O. C. reservists for twenty-five years. On the death of a reservist his original sheet roll will be despatched to his next-of-kin.

**251. Records of service.**—In addition to the usual entries, such as name, address, etc., a record of particulars of service, pay, bounties, promotion, reduction, next-of-kin, extensions of service conviction by court-martial or the civil power, etc., will be kept on both the original and record copy of the sheet roll.

**252. Identity certificates.**—Each reservist on enrolment in the reserve will be given a parchment certificate (I. A. F. Y 1953). It will be prepared by the O. C. reservists who will ensure that the thumb impression of the recipient is taken in the blank space on the bottom left hand corner of the reverse of the certificate and attested by an officer

253. **Discharge certificate.**—On dismissal or discharge reservists will be given a discharge certificate (I. A. F. Y-1040) by the O. C. reservists concerned.
254. **Half yearly strength return.**—A half yearly return of strength and distribution (I. A. F. K-1149) will be submitted in manuscript in respect of all reservists category "B" by the O. C. reservists concerned. It will be made up to the last day of June and December and despatched so as to reach the Adjutant General in India by the 7th July and the 7th January respectively.
255. **Report of deaths.**—Whenever the death of a reservist occurs it will be notified in Part II orders by the O. C. reservists
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## CHAPTER VI.—MILITARY TRAINING.

## GENERAL.

271. General.—General instructions as to military training including educational training are laid down in the training manuals, and the Indian supplements and addenda thereto.
272. Physical training.—The Inspector of Physical Training is the adviser to the C. G. S. in all matters connected with the physical training of the Army in India. His duties are laid down in Appendix I to these instructions.

The responsibility for the supervision of physical training in commands is one of the functions of the General Staff.

440/X/42—Instruction 273 is reconstructed as follows:—

“273. *Weapon training—other than armoured units.*

The Commandant, Infantry Schools, India, is responsible for weapon training of all units other than armoured units. He is the adviser to the Chief of the General Staff in this respect. He will receive such returns of weapon training as units may be directed to submit and will render an annual report to the Chief of the General Staff on such training. He will visit units concerned from time to time and advise them on all weapon training matters, referring questions of policy to the Chief of the General Staff in the first instance. He will also carry out such trials of weapons, ammunition and equipment as may be required.”

46330/II/G. S.-M. T. 3.

M. F. No. 3232-R. of 1942.

463/X/43 Instruction No. 273-A

Delete heading and insert:—

“Weapon Training and Mechanical transport training in Armoured Corps in India.”

For the first sentence substitute:—

“The Commandant, Fighting Vehicles School, India is responsible for the technique of weapon training and the technical aspect of A.F.V. and mechanical transport training in all units of the Armoured Corps in India.”

Case No. 46330/GS-MT3

464/X/43 Insert the following new instruction—

“272-B Mechanical transport training in all units other than Armoured Corps, R.I.A.S.C. & L.A.O.C.”

“The Commandant, Army School of Driving and Maintenance (India) is responsible for the technical aspect of mechanical transport training in all units other than units of the Armoured Corps, R. I. A. S. C. and L. A. O. C. He is the adviser to the Chief of the General Staff in these respects. He will visit units from time to time and advise in matters connected with Driving and Maintenance referring question of policy to the Chief of the General Staff in the first instance. He will maintain close liaison with the Infantry Schools (India), and Infantry Training Centres on matters of training and equipment.”

Case No. 46330/GS-MT3

N. C. Os. of the I. A. who hold paid regimental appointments, such as dafadar-majors, pay naiks, etc., will not be employed as assistant instructors of signallers.



**291. The Equitation School.**—The Equitation School is located at Saugor, and its objects are:—

- (i) To train officers, W. Os. and N. C. Os., British and Indian, as *instructors and assistant instructors* for all mounted branches of the Army, and to inculcate sound principles of *horsemanship*, horse mastership, training of remounts and skill at arms on uniform lines.
- (ii) To teach tactics up to a certain standard to ensure a uniform system of training.
- (iii) To teach veterinary first aid and animal hygiene as laid down in the courses for the Army Veterinary Schools.

Qualification at the Equitation School is equivalent to qualification at the Army Equitation School in the U. K.

**292. The School of Artillery (India).**—The School of Artillery is located at Kakul, and is established to:—

- (i) Instruct artillery officers, W. Os. and N. C. Os. in practical gunnery, practical care of equipment and to train them as instructors in these subjects.
- (ii) Provide the gunnery staff for the various practice camps.
- (iii) Carry out experiments in connection with the gunnery problems, equipment, ammunition, etc., peculiar to India.
- (iv) Supply brigadiers, R. A. and artillery units with information on drill, equipment, etc.
- (v) Carry out such experimental work as may be required by the M. G. R. A. or the D. of A.

The Commandant will visit practice camps, as necessary, in order to obtain first hand knowledge of current gunnery, ammunition and equipment problems which may arise during annual training and to enable him to adjust his syllabus of instruction accordingly.

**293. The Army Signal School.**—The Army Signal School is located at Poona and its objects are to train officers and N. C. Os., both British and Indian, and in certain circumstances V. C. Os., as instructors and assistant instructors in signalling and to ensure uniformity in training in signalling throughout the Army in India.

**294. The Small Arms School (India).**—The Small Arms School comprises H. Q. at Pachmarhi, the Pachmarhi Wing for instruction in rifle, light machine gun, bayonet, grenade and revolver, and the Ahmednagar Wing for instruction in machine gun and rangefinder.

The objects of the school are to train officers, W. Os. and N. C. Os. as instructors in weapon training and to keep in close touch with weapon training methods in units, so as to ensure thereby, and by the teaching at the school, that weapon training throughout the Army in India is conducted on a uniform system, and in accordance with the training manuals.

Qualifications, obtained at the Small Arms School (India), are equivalent to those obtained at the Small Arms School in the U. K.

295. **The Army School of P. T.**—The Army School of P. T. is located at Ambala from October to March and at Kasauli from April to September. It is established to ensure continuity and progress in P. T. in all its aspects, by the training of instructors and to promote research work in connection with the development of P. T. in the Army in India.

296. **The Royal Tank Corps School (India).**—The R. T. C. School is located at Ahmednagar and is established to train:—

- (i) Officers, W. Os. and N. C. Os. of the R. T. C. to act as instructors in tank and armoured car drill, the revolver, tank and armoured car machine gunnery and the tactical handling of tanks and armoured cars.
- (ii) Officers, W. Os. and N. C. Os. of the R. T. C. as instructors in the driving and maintenance of tanks, armoured cars and other mechanically propelled vehicles and to train, and trade test when eligible, N. C. Os. and selected privates of the R. T. C. as driver mechanics.
- (iii) Artillery officers, W. Os. and N. C. Os. to act as instructors in the driving and maintenance of certain mechanically propelled vehicles.

The commandant will carry out one tour during the tenure of his appointment, which will include Peshawar, Chaklala, Lahore and Delhi. He will not stay more than three days at each station.

297. **The Army School of Education (India)**—The School is located at Belgaum, and is composed of H. Q., Educational Wings and the Anti-gas Wing.

The school provides a centre from which methods of teaching and instruction may be diffused throughout the military services in India. Its purpose is to enable educational training instructors of all ranks, both British and Indian, to keep in touch with changes and developments which take place.

The objects of the school are:—

- (i) The study of methods and material of educational training required to develop the mental and moral qualities of the soldier as highly as possible, to develop the training faculties of all ranks; and to improve the soldier as a subject for other forms of military training.
- (ii) The instruction of officers and N. C. Os. so that they will be able to teach up to the standard required for the British Army 2nd class certificate of education and, in the I. A., to teach English up to the standard of the I. A. English certificate 1st class and to instruct in all the subjects included in the I. A. special certificate of education.

306. **Lawrence Schools.**—Lawrence schools are situated at Sanawar (Simla Hills), Lovedale (Nilgiris) Mt. Abu, and Ghora Gali (Murree Hills). These schools cater for the children of British soldiers and ex-soldiers. Full particulars regarding admission, etc., may be obtained on application to the principals of the respective schools.

307. **R. I. A. S. C. Bakery School.**—The School is located at Quetta and its object is to give a thorough and practical training to selected B. O. Rs. of the R. I. A. S. C. in all phases of bread making and to instruct them in the art of teaching bakery work.

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### LOCAL INSTRUCTIONAL COURSES.

**311. Air Intelligence liaison courses with the Air Forces in India.**—A course is held annually at a station in India to train fifteen officers as air intelligence liaison officers. The course is of approximately four weeks' duration and the syllabus includes —

- (a) the duties of air intelligence liaison officers,
- (b) the use and interpretation of air photographs

Officers selected by commands and Western (Independent) District will normally have six years' service, have attended a command intelligence course and in the case of British service officers, have at least three years to serve in India from the date of conclusion of the course

The venue of the course will be fixed annually by the Chief of the General Staff Army Headquarters.

**312. Intelligence courses**—The following intelligence courses will be held annually. —

- (i) Advanced course for specially selected officers of four months' duration. The location will be decided by A H Q. The object of the course is to afford an insight into the organization and duties of the intelligence section of the general staff at A H Q
- (ii) Command courses for officers in each command of one month's duration. Location will be decided by the command concerned. The object of these courses is to fit regimental officers to undertake intelligence duties in war. See also Instruction on 347-B
- (iii) V C Os and N. C Os courses of three months' duration. The location will be decided by the Deputy Director, Intelligence, G. of I, Peshawar. The object of the course is to train specially selected V C Os and N C Os to undertake intelligence duties in war
- (iv) Advance course of two months duration for specially selected students who have attended the course in sub-paragraph (iii) above. The location of the course will be decided by the Deputy Director, Intelligence, Government of India, Peshawar

**313. Indian Military Survey Courses, Roorkee.**—The object of the course is to train I O Rs in elementary topography and survey methods and to provide men skilled in reconnaissance, personnel for further training as surveyors for the Survey of India and personnel for employment with R A survey sections

**314. Training Survey.**—Fifteen I. O Rs will be trained annually. The period of the course will be from the 1st July to the 31st March. Candidates should be young soldiers preferably below the rank of dafadar or havildar.

**315. Employment, soldier surveyors.**—The C. G. S. will have the first lien on the services of these men for employment either on active service, or for exploration and reconnaissance.

- 316. Extra training, soldier surveyors.**—A certain number of those who qualify at the Indian Military Survey Course, usually six, will be taken for extra training to qualify for appointment to the Survey of India. Subject to the individuals nominated for the extra training wishing to undergo it, it rests entirely with C. Os. whether they are permitted to do so or not. The remainder will be returned to their units and will be available as regimental instructors, or for special duty under the C. G. S. Vacancies as assistant instructors in map reading field sketching and reconnaissance at the Army School of Education will be filled from that class.
- 317. Annual tests for qualified surveyors.**—Beginning with the 1st of September, subsequent to the date on which he passes the Roorkee course, every qualified surveyor, who is not extra regimentally employed on survey duties, will submit a sketch and report every year. The O. C. the man's unit will set the exercise. If a position is selected, it will be at least one square mile, if a reconnaissance, at least ten miles. The time taken will be entered on the sketch which will be executed without assistance. If the brigade commander considers the work satisfactory he will grant a certificate of efficiency which will be valid for twelve months from the 1st of October. G. Os. C-in-C. commands will obtain lists from lower formations annually, in December, of all qualified surveyors serving with units who have received these certificates of efficiency and will forward a consolidated list so as to reach A. H. Q. by the 15th January. Casualties of men included in these lists will be submitted as they occur. Those eligible for the survey allowance will be selected by the C. G. S. from these lists. Officers under whom surveyors are extra regimentally employed will grant similar certificates without examination and, in the case of men working about the time of the yearly examination under the orders of the C. G. S., the certificate for the ensuing year will be dispensed with.
- 318. First period of extra training under the Survey of India.**—All arrangements for this period of extra training will be made by the Surveyor-General and the C. G. S. During this period soldier surveyors may be granted furlough and leave and extensions of furlough and leave under military rules at the discretion of the Surveyor-General. For this purpose the director of the survey circle concerned will be considered to be the O. C. unit and the Surveyor-General, the district or brigade commander.
- Soldier surveyors will submit applications before the commencement of the recess season to the O. i/c their respective survey parties who, if furlough or leave is granted, will apply to the O. C. the man's military unit for the required rail fare or return journey voucher as the case may be.
- 319. Accommodation during the first period of extra training.**—Soldier surveyors will, whenever possible, be provided by the Survey of India with unmarried house accommodation in recess quarters during the period of their extra training. Such accommodation will depend on the

quarters available at the station of the survey party and such arrangements, as the O i/c. can conveniently make, must be accepted. If necessary, quarters may be hired and rent debited to the Defence Services estimates.

**320. Second period of extra training with the Survey of India.**—At the end of the first period of extra training the Surveyor-General will send to the C. G. S. a report on all soldier surveyors who have completed two seasons in the field, showing which men he desires to retain for a second period of about three years training. Men who are not retained will be returned to their military units as soon after the end of their second field season as possible. The Surveyor-General will supply the C. G. S. with a qualification report in duplicate on each of these men.

**321. Claiming for survey work.**—During the first period of extra training a soldier surveyor may not be claimed for work under the general staff or any other dept., except in case of war. During the second period of training a soldier surveyor may not be claimed in any circumstances.

**322. Reversion to regimental duty, soldier surveyors.**—Before permanent appointment to the Survey of India a soldier surveyor may be returned to his unit at any time at the discretion of the Surveyor-General, either at the individual's own request or compulsorily if he fails to work satisfactorily.

**323. Advantages open to trained Surveyors.**—The following advantages are open to Roorkee trained surveyors —

- (i) Eligibility for the MacGregor Memorial Medal with money grant up to one hundred rupees. This is awarded annually to the officer or soldier who has done the best reconnaissance during the previous year.
- (ii) Transfers to the survey and other civil depts. are permissible. In these cases all periods of military service after the age of twenty years are allowed to count towards civil pension.
- (iii) Employment on private railway surveys beyond the frontier with officers, and if considered desirable by the general staff, with private travellers, at special rates of pay, ordinarily double those laid down, and frequently with double regimental pay.
- (iv) When employed on field service, money grants are frequently given in addition to the ordinary field pay for exceptional work.

Rates of allowances for soldiers undergoing training in military survey and thereafter are laid down in P. & A. Regulations, Part II

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**326. Local equitation courses.**—Riding classes for personnel of dismounted units, services and depts. and the R A F. may be formed by district commanders whenever and wherever convenient provided no extra expense to the State is incurred. A certificate on I. A. F. X 1843 will be given to those who qualify.

Medical officers below the rank of major will be required to go through a course of riding, also sub-assistant surgeons allotted for field work with Indian cavalry regiments, unless C Os. are satisfied with their qualifications.

Military assistant surgeons (W. Os) will go through a course of riding of one month's duration with a British mounted unit in stations where such are quartered.

District commanders will arrange for refresher courses as opportunity offers. Chargers will not be taken to these courses.

**327. Preparatory P. T. courses.**—Preparatory P T courses will be held under the orders of commands and districts at suitable centres to prepare B O Rs and I. O Rs. as candidates for courses at the Army School of P T.

In the case of personnel of the Mountain Artillery, such courses will be held at the Mountain Artillery Training Course Centre, Ambala.

**328. Pioneer Classes for B. O. Rs.**—Classes for the training of B O Rs. of British infantry units in pioneer duties will be held as under:—

- (i) At H. Q., K. G. V. O. Bengal S. & M., Roorkee, for B. O. Rs from units in Northern and Eastern Commands
- (ii) At H. Q., Q. V. O. Madras S & M., Bangalore and at H. Q. Royal Bombay S. & M. Kirkee for B. O. Rs. from units in Southern and Western Commands. Combined courses will be assembled at these two H. Qs in alternate years.

The classes will be arranged and assembled by the command in which the H. Q., S. & M. corps is located. The number of men attending these classes will be governed by the number required to be

trained but will not be less than five. Certificates granted to students who pass the examination based on the syllabus laid down in Courses of Instruction, India, will be regarded by the War Office as of equal value to the certificates issued to pioneers by the School of Military Engineering, Chatham, and holders thereof will be qualified to hold the appointment of pioneer sergeant in a battalion.

The course is also open to B. O. Rs. of British cavalry regiments. In addition, ten B. O. Rs. of R. A. units may attend for field works, Part I only, at each H. Q. of a S. & M. corps

**329. Field works courses (all arms).—**The objects of these courses are to:—

- (i) Impart an up-to-date knowledge of those branches of field works which the various arms are required to execute in war.
- (ii) Teach officers and N. C. Os. the correct methods of imparting instruction in field works to their own men
- (iii) Teach the principles and practice of employing engineers in conjunction with other arms in war
- (iv) Afford an opportunity of an exchange of ideas between R. E. officers and those of other arms.

**330. Veterinary first aid training courses.—**Courses of lectures and demonstrations will be given annually at Military Veterinary Hospitals as laid down in Courses of Instruction (India).

**331. Numbers to be trained in veterinary first aid.—**The number of N. C. Os. and men trained in veterinary first aid at these courses or at Army veterinary schools to be maintained on the strength of units is shown below —

- (i) British cavalry regiments—one Q. M. S. farrier, three farrier sergeants and four farriers
- (ii) Indian cavalry regiments—one farrier-major, three farrier dafadars and four farriers
- (iii) Batteries of artillery (except mechanized and heavy batteries) and the R. A. T. C.—two farriers, British or Indian, per battery.
- (iv) M. A. T. C.—one Indian farrier
- (v) Field troops, S. & M.—two men per unit
- (vi) Field companies, S. & M.—one man per company.
- (vii) Corps signals, I. S. C.—one man per unit.
- (viii) Divisional signals, I. S. C.—three men per unit.
- (ix) District signals, I. S. C.—two per unit.
- (x) Cavalry brigade signal troops, I. S. C.—one man per unit.
- (xi) Signal Training Centre (India)—two N. C. Os. and men.



- (xii) Battalions of infantry—one man per company and H. Q. wing.
- (xiii) R. I. A. S. C., Animal transport companies (Mule) and (Camel) (Silladar)—one N. C. O. per troop.
- (xiv) R. I. A. S. C., Zhot local transport (Camel)—one N. C. O.
- (xv) R. I. A. S. C., Animal transport training companies (Mule)—four N. C. Os. per company.

Senior farriers, from whom promotions to farrier-havildar or farrier-dafadar are made, will be trained in veterinary first aid at an Army Veterinary School

- 332. Animal transport training courses.**—Courses for training officers and other ranks of infantry units and corps of S. & M. in the principles of animal transport management will be held at times and places to be decided by district commanders.

Each British and Indian infantry battalion and S and M company, whether mechanized or not, will maintain the officers and non-commissioned officers qualified in animal transport duties as shown below; the qualifications of officers lasting for four years and of non-commissioned officers for two years.

	Officers.	Non-Com- missioned officers.
Infantry Battalion . . . . .	1	6
S. and M. Company . . . . .	1	2

- 333. Mules for training purposes.**—To enable units to carry out training in packing and loading, the supply of ammunition, disposition of transport in action, and in convoy duties, the O. C. station may authorize the necessary number of mules, if available in the same station to be supplied to units when required

- 334. Supply Depot Q. M. establishment courses.**—The duration of these courses will be three weeks, to be held on dates to be fixed by G. O. C.-in-C. command. Officers, W. Os. or N. C. Os. forming a part of the Q. M.'s establishment in I. A. units may be deputed by the O. C. station to attend the supply depot in the same or nearest station for training

- 335. Victualling duties courses.**—Courses in victualling duties lasting six weeks to allow personnel of British units to qualify, will be held at stations and at dates to be fixed by district commanders who will detail the necessary instructors.

In every British cavalry regiment three N. C. Os. or men, in every British infantry battalion four N. C. Os. or men and in every R. A. battery one N. C. O. or man will be required to have been trained in victualling duties during the previous three years. Men selected must be in possession of second class certificates of education. The syllabus of these courses is contained in the pamphlet "Courses of Instruction, India, 1935".

**336. Artificers courses for assistant armourers, saddlers and carriage smiths.**—The object of these courses is to train suitable men having a slight knowledge of a trade to be competent tradesmen to fill vacancies in authorized establishments. Advantage is also taken of such courses to retain any man who holds a tradesmen's certificate and whose knowledge is not up to date. Instructors of the A. F. I. may be permitted to attend.

Courses for B O Rs. will be held as follows:—

- (i) Assistant armourers at selected arsenals.
- (ii) Saddlers at the Harness and Saddle Factory, Cawnpore
- (iii) Carriage smiths at the Gun Carriage Factory, Jubbulpore

Courses for I O. Rs. will be held as follows:—

- (i) Armourers at selected arsenals.
- (ii) Armourer probationers at the Inspectorate of Small Arms, Ishapore
- (iii) Refresher courses for armourers at the Inspectorate of Small Arms, Ishapore
- (iv) Saddlers and saddle-tree makers of Indian cavalry regiments at the Harness and Saddle Factory, Cawnpore
- (v) Fitters of artillery units at selected arsenals.

**337. Tailors courses.**—A course for Indian tailors is held at the Clothing Factory, Shahjahanpur, commencing from the 1st of April, annually.

**338. Fitting of clothing courses.**—Courses of instruction in fitting of clothing will be held at the Clothing Factory, Shahjahanpur, at which tailors from all units and Indian States Forces may attend.

**339. Trooping duties.**—To train B O. Rs. in embarkation and railway transport duties, three B O Rs. will be attached to each of the embarkation staffs at Bombay and Karachi under the orders of the A G, for the normal period of the trooping season, for practical instruction in the embarkation, dis-embarkation and transport of troops

The course will be carried out under the orders of the Embarkation Commandant concerned in communication with A. H. Q. On the termination of the course those who perform their duties satisfactorily will be given certificates on I. A. F. X 1843 signed by the Embarkation Commandant B. O. Rs. who are attached to the regular staff of Embarkation H. Qs. are also eligible for these certificates if capable of carrying out efficiently embarkation or railway transport duties.

A list of B. O. Rs. who have been trained in embarkation and railway transport duties is maintained at A. H. Q. and should the services of these men be required at any time for special embarkation or railway transport duties or on mobilization they will be detailed from units by the Q. M. G. through the A. G. Os. C. units to which these men belong will inform the Q. M. G. half yearly of any changes in rank, transfers to home establishment, discharges, or any reasons why any of the men will not be available if their services are required to fill special appointments or on mobilization.

Any circumstances which may occur in the periods intervening between these reports, for example, deaths, invaliding, etc., will be reported to A. H. Q. as they occur.

- 340. Topographical draughtsmanship courses.**—The objects of the courses are to provide a quota of trained draughtsmen for employment on mobilization and to fill certain appointments for draughtsmen in peace.

A four months' course of instruction in topographical draughtsmanship will be held annually for seven B. O. Rs. in the Simlu Drawing Office (Army section) at A. H. Q.

- 341. Lectures and demonstrations in hygiene.**—All officers will attend annually a course of at least four lectures and demonstrations in hygiene under arrangements to be made by district commanders.

At district H. Q. stations these lectures and demonstrations will be given by the D. A. D. H. and at other stations by that officer or by selected medical officers.

Officers of squadrons, batteries, companies, etc., will instruct their men in hygiene and sanitation.

- 342. Courses of training in first aid, sanitation and water duties.**—Courses will be carried out annually under the orders of the district commander.

Every unit must maintain the requisite number of men as outlined below, trained in these subjects:—

	Water Duties.		Sanitation.		First Aid.	
	N.C.O.	Men.	N.C.O.	Men.	N.C.Os.	Men.
British Cavalry Regiments.	1	4	1	4	2	24
Indian Cavalry Regiments.	1	4	1	4	2	20
Indian Cavalry Training Regiments.	1	1	1	4	2	12
R. A. Batteries and Batteries of the Indian Regiment of Artillery.	..	2		2	..	2
S. & M. Companies	..	1	..	2	..	2
I. S. C. units	..	1	.	2	..	2
British Infantry Battalions.	1	7	1	9	3	27
Indian Infantry Battalions.	1	7	1	9	2	25
Indian Infantry T B's	1	1	1	1	2	16
R. I. A. S. C. (M. T) Companies.	.	1	.	2	..	2
R. I. A. S. C. (A. T) Companies.	..	1	.	2	.	2
British Cavalry Light Tank Regiments.	1	4	1	4	3	51
Indian Armoured Car Regiments.	..	4	..	4	2	40

Commands and Western (Ind.) Dist. will make provision for the training of sufficient R. I. A. S. C. supply personnel, enrolled or otherwise, to meet local requirements for both peace and war of those supply units for the mobilization of which they are responsible.

In other units the number to be maintained will be based on the scales shown for the units enumerated in proportion to their strength.

No man will be trained in more than one subject. Men previously trained will attend a refresher course annually and may be included in the total numbers to be maintained.

### COURSES, ATTACHMENTS, ETC., IN THE U. K.

**348. Courses of instruction.**—A limited number of vacancies at various training and educational establishments are available annually for officers on the Indian establishment who are on leave in the United Kingdom.—

- (a) Applications will be submitted through the authorised channels and forwarded by headquarters of commands direct to reach the India Office by 15th March. Names of applicants will be arranged in order of priority. A copy of all applications will be sent to the Chief of the General Staff. NIL reports are not required.
- (b) (i) British service officers will be allotted vacancies subject to the conditions laid down in King's Regulations, 1935.
- (ii) Preference will be given to Indian Army officers.
- (iii) No extensions of leave in this connection will ordinarily be granted.
- (iv) In special circumstances officers may apply direct to the Secretary, Military Department, India Office, whilst on leave in the United Kingdom.
- (c) Officers who are accepted for courses will not be allowed to withdraw their applications after arrival in the United Kingdom except on the ground of personal ill-health or other reason deemed sufficient by the India Office.
- (d) Applications to attend the Senior Officer's School, Sheerness, will be submitted through the authorised channels to the Chief of the General Staff.
- (e) Applications to attend the Small Arms School, Anti-gas Wing, Porton, will be submitted annually through the authorised channels to reach the Chief of the General Staff by 15th January. Officers must be specially recommended and the reasons for their attendance must be given.
- (f) No vacancies are available at the Royal Air Force School of Army Co-operation, Old Sarum.
- (g) With the exception of the Senior Officers' School, Sheerness, Officers allotted vacancies will be informed direct by the India Office.
- (h) The following information is required with all applications.—
  - (i) Rank, name, unit and appointment.
  - (ii) Requirements. To be given concisely in the light of War Office programme of courses. The serial number of the course should be stated where possible and an alternative suggested.
  - (iii) Dates of leave in U. K.
  - (iv) Address in U. K.

349. Attachments.—(a) A limited number of vacancies are available annually for officers on the Indian establishment for attachment to units and formations in the U. K.

The submission of applications will follow generally the procedure outlined in Instruction 548 (a), (b), (c) and (h) with the following exceptions:—

(i) Applications are required to reach the India Office by the 25th April annually

(ii) Except in special cases applications should not be addressed by officers on leave direct to the India Office and in no case after the 1st May in respect of the current training season.

(iii) Requirements should be concisely stated in the light of the forecast of training issued by the War Office early in March annually. Vacancies will be allotted in order of priority. The period of attachment will normally be not less than 15 and will not exceed 30 days. Attachments to units will take place between May and September, to formations during July and August.

(b) Applications for attachments to the Royal Navy and the Royal Air Force will be submitted annually through the authorised channels to reach the Chief of the General Staff by 15th January. Officers must be specially recommended and special reasons for their attendance must be given

(c) The Signals Experimental Establishment, Woolwich, is prepared to receive officers of the Royal Corps of Signals on leave in the United Kingdom, to show them the latest developments in signal equipment.

Officers desirous of availing themselves of this opportunity should apply through the usual channels to the Signal Officer-in-Chief, Army Headquarters

All recommendations will be forwarded by Army Headquarters to the Home authorities in the order of priority in which they are received. Upon arrival in the U. K. officers should apply to the Secretary, Military Department, India Office, in order that arrangements may be made for them to visit Woolwich

Officers on leave pending reversion to the Home Establishment are excluded from the above scheme

## 2. Officers—

- (a) The maximum number of officers in India who are permitted to attend will not normally exceed 18 over a period of three years, but this number may be departed from as circumstances may decide.
- (b) An officer to be selected for the Gunnery staff course must have —
  - (i) eight years service by 1st March of the year in which the course begins and three years service in India by the end of the troping season prior to the commencement of the course,
  - (ii) a certificate by the O C of his artillery regiment, or equivalent command, that he is a good instructor, competent to command and train a battery of artillery and that he is smart, energetic and possesses force of character, tact and personality;
  - (iii) a working knowledge of elementary algebra, trigonometry, logarithms and the slide rule;
  - (iv) good eyesight, good hearing and physical fitness, which must be certified by a medical officer;
  - (v) a good knowledge of elementary electricity to include the ground covered by the contents of 'Notes on Electricity' Book I, Part I. (An examination in this subject will be held on the officer's joining at the Military College of Science, and failure to reach a qualifying standard will entail withdrawal from the course. Regimental commanders are responsible that officers are up to the required standard before leaving India.)

In addition an officer must—

- (vi) be willing to continue to serve in the Army for a minimum period of three years after completing the course, and sign a certificate to that effect;
- (vii) stipulate the particular branch of the gunnery staff course he desires to attend. An officer will state whether, in the event of not securing a vacancy in the branch asked for, he is willing to accept a vacancy in the other branch.
- (c) Recommendations, supported by certificates covering the qualifications mentioned in paragraph 2 (b) (i) to (vii) above, will be submitted through the usual channels to reach the M G. R A., A H. Q., by the 1st June of the year previous to that in which the course commences. Brigadiers Royal Artillery, or equivalent commanders, will record their opinion as to the character and practical capabilities of the candidate and state whether they consider him suitable to attend the course

## 3. N. C. Os.—

- (a) The normal number of N. C. Os in India who are permitted to attend each course is 6, but selection is made by the War Office and that number may be departed from.
- (b) The qualifications for a n. c. o. to attend a gunnery staff course are that he must:—
- (i) hold full non-commissioned rank. Recommendations may be submitted in respect of Lance Bombardiers who have been specially recommended by the Commandant, School of Artillery, or the Commandant, Coast Artillery School.
  - (ii) have 5 years unexpired colour service or be prepared to re-engage or extend service so as to have five years to complete.
  - (iii) be between the ages of 22 and 33 years reckoned up to the date of the commencement of the course.
  - (iv) have at least a 2nd class certificate of education; appointment as assistant instructor in gunnery on conclusion of the course will, however, be conditional on obtaining a 1st class certificate of education at the first opportunity.
  - (v) have a 'Very Good' character.
  - (vi) be recommended for promotion to the next higher rank.
  - (vii) have good powers of instruction and command
  - (viii) have a knowledge of elementary mathematics to include.—arithmetic—accuracy in the use of decimals and fractions, logarithms—use of four figure tables, slide rules—multiplication, division and finding square roots; algebra—up to and including the solution of simultaneous equations and evaluation of given formulæ; trigonometry—elementary, including the solution of triangles, circular measure and approximations (An examination in this subject will be held on joining at the Military College of Science and failure to qualify will entail withdrawal from the course. Regimental commanders are responsible that candidates are up to the required standard before leaving India)
  - (ix) have good eyesight, good hearing and physical fitness, which must be specially certified by a medical officer.
- (c) Recommendations on Army Form B 241, accompanied by certificates covering the qualifications mentioned in paragraph 3 (b) above, will be submitted through the usual channels so as to reach the M. G. R. A., A. H. Q., by the 15th November in the year previous to that in which the course commences.



**358. Advanced classes, Military College of Science.**—The advanced class is held at the Military College of Science, Woolwich, and consists of a two years and five months course in science and artillery technique. It is open to officers of all branches of the regular Army.

Applications to attend the course will be accompanied by A. F. C. 2113, instructions for the completion of which are given in K. R. Appendix XIV, and should be submitted through commands to reach the C. G. S. on the 15th August of the year preceding the one in which the entrance examination is to be taken.

All candidates serving in India will be required to undergo an entrance examination in elementary science and mathematics under arrangements to be made by A. H. Q. The examination is held annually commencing on the last Tuesday in February.

Selected candidates will join the Military College of Science in November and will be required at the end of about nine months to pass an intermediate examination. On the result of that examination and also on the opinion formed as to the candidate's suitability for technical employment, it will be decided which officers may continue for the full course.

**359. Ordnance officers' courses.**—Four I. A. O. C. officers will be selected every year to undergo the ordnance officers' course in the U. K. in accordance with K. R., para. 837.

**360. I. A. O. C., W. Os' and N. C. Os' courses.**—Six I. A. O. C., W. Os and N. C. Os will be selected annually for deputation to undergo twelve months' training in the U. K. The B. O. Rs thus deputed will count against the leave reserve of the I. A. O. C.

**361. Medical fitness of ordnance personnel to undergo courses in the U. K.**—A departmental officer, W. O. or N. C. O. of the I. A. O. C. when selected to undergo a course of instruction when on furlough in the U. K., will produce evidence that he is in a fit state of health. For that purpose he will, if within thirty miles of London, appear before the medical board at the India Office on a Tuesday at 1 p.m., or, if over thirty miles from London, furnish a certificate signed by a qualified medical practitioner.

**362. Workshops officers' courses (Long M. T. and Civil Works courses).**—Four R. I. A. S. C. officers will be selected every year to undergo one year's long M. T. course at the Royal Army Service Corps Training College, Aldershot, and a further two years' course in civilian motor works in the U. K.

R. I. A. S. C. officers, who undergo the Higher National Certificate course at a technical college, during their three years Long M. T. and Civil Works course in the U. K., will take the Higher National Certificate examination at the end of the course and will remain there for such time as may be required to enable them to take that examination.

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**365. Royal Military School of Music, Kneller Hall.**—A candidate for a course of training at Kneller Hall either as a bandmaster or as a musician will be required to undergo an examination to test his suitability for the course, which will be conducted by a board of bandmasters convened as near as possible to the station at which the candidate is serving. If the candidate passes, his name will be registered, and, on selection to attend the course, he will be sent to the U. K. A copy of the proceedings of the board of bandmasters will accompany him.

### EDUCATIONAL TRAINING.

**366. Languages.**—All regulations relating to the study of, and tests in, foreign and Indian languages are contained in the pamphlet *Language Regulations, India*.

**367. Education of British soldiers' children.**—Special grants are authorized for the maintenance of Army children's schools, provision of transport and for scholarships tenable at approved civil schools providing a secondary education, and under special conditions for the education of children of British soldiers, under the age of fourteen, who are unable to attend a British Army children's school. Children under the age of five or over fourteen may be permitted to attend British Army children's schools only at the discretion of the district commander. Regulations for British Army children's schools are contained in *Educational Training, 1931*. The curriculum carried out conforms to that of primary schools in the U. K. and is laid down by the C. G. S.

**368. Indian regimental children's schools.**—An O. C. unit may at his discretion establish a school for the education of the children of V. C. Os., I. O. Rs. and enrolled non-combatants. The curriculum in these schools will conform, as far as possible, to that in force in the primary school of the province in which the men's homes are situated. These schools will be self-supporting. No grant is authorized and the expenditure involved is not debitable to the educational training grant.

**369. Personnel of the A. E. C. and Queen's Army Schoolmistresses.**—The A. E. C. is a departmental corps administered by the Chief of the

Imperial General Staff. In India officers of the A. E. C. are administered by the C. G. S. and other ranks and Queen's Army schoolmistresses by the A. G. Applications to extend a tour of service will be made through the administering authority.

**370. Educational training personnel of units.**—The educational training personnel authorized for units and corps is included in the establishment of the unit or corps concerned.

**371. Personnel to be trained in educational training.**—In every cavalry regiment, artillery brigade, corps of S. & M., battalion of infantry or equivalent unit, including training centres, an officer will be specially detailed to supervise instruction in educational training. In addition a V. C. O. will be detailed in Indian units and mountain artillery brigades. One N. C. O. per squadron, battery, company or equivalent unit must also have qualified at a school of education, and be specially detailed to carry out instruction in educational training. In the case of Gurkha battalions one N. C. O. in addition will be maintained for the educational training of recruits. Courses for the purpose of training instructors are held at the Army School of Education and further information regarding these courses is laid down in Courses of Instruction (India).

#### GOVERNMENT LIBRARIES.

**372. Provision and control.**—Government libraries for British units as detailed on I. A. F. N. 1268 are provided for the free use of the men of the unit to which they are allotted and of other detachments in the station. They are controlled by A. H. Q. and all communications relating to these libraries will be addressed to the A. G. They will be kept distinct from institute libraries and managed by a committee consisting of an officer, W. O. or N. C. O. and one man of the unit and, when possible, the A. E. C., W. O. or N. C. O. attached to, or doing duty with, that unit. The committee should keep in touch with such institutions as the Times Book Club with the object of procuring good second hand editions of suitable books.

Commands will forward to the A. G. by the 1st November each year details of any new libraries they recommend should be formed. Immediately prior to the annual inspection of the unit, all libraries will be surveyed by a station board, of which the district or brigade educational officer or W. O. will be a member. The proceedings of the board on I. A. F. N. 1268 will be placed before the inspecting officer and after he has added any remarks he may wish to make, they will be forwarded to command H. Q. through the district concerned.

Military hospitals will be supplied from these libraries in such proportion as the O. C. station may direct. He will also determine the contributions to be made from the institute funds of each unit to meet the pay of the hospital librarian and other small contingencies.

The interchange of books between libraries in a district will be permitted with the sanction of the district commander, provided no extra expense is involved.

The interchange of books between stations, districts and commands will be permitted with the sanction of district commanders and general officers commanding-in-chief, respectively. The cost of conveyance (including the hire charges for Government mechanical transport when utilized) will be met from the appropriate head of account for adjustment of Rail Charges. In order to prevent circulation of unwanted books, units should agree to the books they are willing to accept by exchanging lists.

373. **Allowances.**—The allowances for the maintenance of government libraries are laid down in P. & A. Regulations and will be applied under the orders of the O. C. unit to the repair of books and the purchase of new works. Books so bought become the property of the library.
374. **Survey.**—When a unit leaves the station the library will be surveyed by a station board and the O. C. station will detail an officer to take over the accounts and cash and hand them over to the relieving unit.
375. **Transfers.**—No government library will be transferred from the station or branch of the service to which it is allotted (see I A. F. N. 1269) without the sanction of the G. O. C.-in-C. command concerned. Full particulars regarding such transfers will be reported to the A. G. who will carry out the necessary amendments to I A. F. N. 1268.
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**CHAPTER VII.—DISCIPLINE.****GENERAL.**

- 331. Communications to the press, lectures, etc.**—Applications for permission to publish an article or deliver a lecture or wireless address as mentioned in Rule 333 will be submitted direct to the C. G. S., together with two copies of the article, etc., and of any enclosure, sketch or photograph relating thereto, and will be accompanied by a statement from the authority, if any, under whom the applicant is immediately serving that such authority has no objection to the application.
- 332. Bankruptcy or arrest of an officer.**—The bankruptcy or arrest of an officer by the civil power for debt, or on a criminal charge, will be reported to H. E. the C.-m.-C. an officer will be under suspension from the date of arrest.
- 333. Concealment of venereal disease.**—The order contained in Rule 343 will be communicated to all ranks of the unit at three successive roll calls at least every three months. Care will also be taken that the order is specially brought to the notice of all recruits on joining their units.
- 334. Contraction of venereal disease.**—The following principles will be observed in dealing with I. O. Rs., including reservists, and non-combatants, who contract venereal disease —
- (i) The actual contraction of venereal disease is not a military offence, and cannot be punished as such. Nor must the failure of a soldier to attend a prophylactic treatment room for treatment, within a specified period after exposing himself to venereal infection, be treated as an offence against discipline. It is, however, perfectly legitimate to debar men suffering from venereal disease from sharing privileges granted to other personnel, such as shooting passes, short leave of absence, and the like, while they may be called upon to take part in extra parades solely for the purpose of restoring their physical fitness, or their efficiency if either has suffered through their absence from duty.
  - (ii) I. O. Rs. and non-combatants, who are undergoing treatment for venereal disease, will not ordinarily be granted furlough, or leave, until the treatment is completed. If not completed, furlough or leave will be granted only after reference to the medical authorities, in consultation with whom the period of furlough or leave should be fixed, due regard being paid to the date on which patients may be required for resumption of treatment.
  - (iii) So long as Rule 343, with regard to the issue of a standing order enjoining the reporting of venereal disease, has been complied with by the unit concerned, concealment of venereal disease is a breach of discipline, and may be dealt with under I. A. A. section 39 (b).

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**CHAPTER VII.—DISCIPLINE.****GENERAL.**

- 381. Communications to the press, lectures, etc.**—Applications for permission to publish an article or deliver a lecture or wireless address as mentioned in Rule 333 will be submitted direct to the C. G. S., together with two copies of the article, etc., and of any enclosure, sketch or photograph relating thereto, and will be accompanied by a statement from the authority, if any, under whom the applicant is immediately serving that such authority has no objection to the application.
- 382. Bankruptcy or arrest of an officer.**—The bankruptcy or arrest of an officer by the civil power for debt, or on a criminal charge, will be reported to H. H. the C-in-C. an officer will be under suspension from the date of arrest.
- 383. Concealment of venereal disease.**—The order contained in Rule 343 will be communicated to all ranks of the unit at three successive roll calls at least every three months. Care will also be taken that the order is specially brought to the notice of all recruits on joining their units.
- 384. Contraction of venereal disease.**—The following principles will be observed in dealing with I. O. Rs., including reservists, and non-combatants, who contract venereal disease —
- (i) The actual contraction of venereal disease is not a military offence, and cannot be punished as such. Nor must the failure of a soldier to attend a prophylactic treatment room for treatment, within a specified period after exposing himself to venereal infection, be treated as an offence against discipline. It is, however, perfectly legitimate to debar men suffering from venereal disease from sharing privileges granted to other personnel, such as shooting passes, short leave of absence, and the like, while they may be called upon to take part in extra parades solely for the purpose of restoring their physical fitness, or their efficiency, if either has suffered through their absence from duty.
  - (ii) I. O. Rs. and non-combatants, who are undergoing treatment for venereal disease, will not ordinarily be granted furlough, or leave, until the treatment is completed. If not completed, furlough or leave will be granted only after reference to the medical authorities, in consultation with whom the period of furlough or leave should be fixed, due regard being paid to the date on which patients may be required for resumption of treatment.
  - (iii) So long as Rule 343, with regard to the issue of a standing order enjoining the reporting of venereal disease, has been complied with by the unit concerned, concealment of venereal disease is a breach of discipline, and may be dealt with under I. A. A. section 39 (h).



- (iv) In all cases of admission to hospital on account of venereal disease the stoppages under P. & A. Regulations will be enforced.
- (v) An Indian N. C. O. is not to be reduced to the ranks solely on account of having contracted venereal disease. If, however, he has been absent from duty on account of venereal disease for a total period of four months, whether continuous or not, his case may be brought to the notice of the authority empowered summarily to reduce him, for consideration as to whether any reduction in rank for inefficiency should be approved.
- (vi) An Indian soldier is not to be discharged from service solely on account of his having contracted venereal disease. If, however, he has been absent from duty on account of venereal disease for a total period of four months, whether continuous or not, his case may be brought to the notice of the authority empowered to order his discharge from the service, for consideration as to whether he should be discharged from the service under I. A. A. Rule 13, item III (iv), if attested, and under item IV if not attested.
- (vii) Notwithstanding the instructions contained in sub-para. (vi), a soldier suffering from soft chancre, gonorrhœa, or syphilis must not be discharged from the service until he has been declared non-infective and shows no active signs of the disease. In the case of syphilis, he should, where practicable, be further retained in the service until he has completed the entire course of treatment laid down for his case.
- These instructions also apply in the case of a man who is found to be suffering from venereal disease on the completion of his colour service. Such a man will not be transferred to the reserve or discharged from the service until he has been declared non-infective and shows no active signs of the disease. The extra time for which he is retained with the colours will be deducted from his period of service with the reserve.
- (viii) In the event of a man, suffering from venereal disease, refusing to undergo such curative treatment as may properly be classed a surgical operation, for example, urethrovessical irrigation, prostatic massage, etc., his discharge may be ordered forthwith.
- (ix) As regards reservists see Rule 275

**385. Posting and promulgation of certain orders.**—The officer commanding an Indian unit is responsible that all ranks are acquainted with the purport of I. A. A. sections 13, 14, 16, 21, 25 to 41, 43 to 49 and 50 (2) (a) to (cc) inclusive. The provisions of these sections will be explained to Indian soldiers at three successive roll calls at least every three months. They will also be explained to recruits on first joining so as to preclude the possibility of ignorance on their part of the additional offences and punishments to which a soldier renders himself liable by becoming subject to military law.

### 386. Observance of religious customs.—Religious customs and prejudices

442/X/43 Insert the following Instruction—

386A. *Administration of reproof.*—Reproofs should not be administered in the presence of subordinates unless it is necessary for the purpose of making an example that the reproof be public.

In no circumstances should reproof take the form of insult or abuse. It may be strong, but it should be directed to the actual fault committed and the language used should not be intemperate or offensive.

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387. *General.*—The law regarding the representation of military grievances, under which officers, other ranks and non-combatants may believe themselves to be suffering is contained in A. A. sections 42, 43 and 180 (2) (d) for British ranks and I. A. A. sections 117 and 117-A for Indian ranks. The submission through the medium of an association of any petition or representation in respect of military matters is forbidden.

If an officer or soldier desires to bring any grievance to the notice of an inspecting brigade commander or general officer he will be afforded an opportunity of doing so. See also K. R. para. 108.

Except in so far as a joint petition, for example by two brothers, may be proper when addressed to a civil authority and forwarded under Instruction 397, joint or collective or anonymous petitions or representations of any kind are forbidden. Collective petitions or representations include separate petitions or representations prepared by separate persons in combination with each other.

388. *Appeals to the S. of S.*—Appeals to the S. of S. will be submitted through the authorized channels to the G. of I. All appeals will be couched in respectful language, treating only of matters personal to the appellant, and will conclude with a specific prayer. They may be written or printed but must, with all accompanying documents, be properly authenticated by the signature of the appellant on each sheet.

389. *Complaints by officers other than V. C. Os.*—Officers of the British Service and I. A. officers of the substantive rank of colonel and upwards, who consider themselves wronged have the right of appeal to the Army Council under A. A. section 42. I. A. officers whose rank is not higher than that of lieutenant-colonel or brevet-colonel have the right of appeal to the Governor General under A. A. section 180 (2) (d).

Officers desiring to exercise their right of appeal under A. A. section 42, will state specifically whether they wish to obtain the decision of the Army Council in regard to the matter represented, or whether they require that their complaint should be submitted to H. M. the King for his directions thereon.

Officers who, after appeal to the Governor General under A. A. section 180 (2) (d) read with A. A. section 190 (26), are dissatisfied with his orders, have the right to appeal to the S. of S. and if they so desire, to H. M. the King through him.

Petitions or appeals in respect of convictions by courts-martial, are dealt with under K. R., para. 682 read with A. A. section 57 and appeals against financial decisions of the G. of I. are dealt with under the proviso to the Royal Warrant of the 22nd February 1902 which form the preamble to P. & A. Regulations.

390. **Complaints and petitions of Indian ranks.**—If a V. C. O., I. O. R., or non-combatant desires to make a representation, he will, in the first instance, make it personally to his immediate superior who will, after enquiry, either dispose of it himself, if he is competent to do so, or report to the next superior authority. The next superior authority, and each superior authority to whom the case is reported, will act similarly until disposal by a competent authority is reached. Matters of a purely private or personal nature may be represented direct to the company commander or equivalent authority.

466/X/43. R.A.I. Instruction 391, as reconstructed by correction slip No. 442/X/42, is amended as follows:—

After "area commander" insert "L. of C. area, L. of C. sub-area, base sub-area and sub-area commanders not below the rank of Colonel, C. C.R.A. and C. R.A. Division.

No. 19573/A.G.22

43, provided that such complaints shall in every case be made to the lowest in rank of these officers, who, having regard to the nature of each complaint, is competent to dispose of the same, and his decision thereon shall be final."

"392. Officers exercising certain powers vested in His Excellency the Commander-in-Chief, by the Army Act.

All General Officers and the commanders of arm areas are authorised to exercise the powers vested in the Commander-in-Chief by the provisions of Army Act Sections 57 (2) (a), read with rule of procedure 126(B), 73(3) and 183(2).

The powers vested in His Excellency the Commander-in-Chief by Army Act, section 57 (2) (a), read with R. P. 126 (B), may be exercised by any of the above mentioned authorities if the trial took place, or if the offender is for the time being, within their respective commands

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event of the absence of any of these officers these powers may be exercised by officers officiating in command.

394. **Authorities prescribed by local Governments under the Indian Soldiers' (Litigation) Act.**—The following authorities have been prescribed by local Governments, for the purposes of the Indian Soldiers' (Litigation) Act, 1925 (IV of 1925), sections 6 and 12.

The O. C. unit to which the soldier belongs care of:—

- (i) G. O. C-in-C., Northern Command for courts in the Punjab and the N.-W. F. P.
- (ii) G. O. C-in-C., Southern Command for courts in the Bombay the Central Provinces and Coorg.  
Presidency, south of the Narbada river, the Madras Presidency.

(iii) G. O. C.-in-C., Eastern Command for courts in the United Provinces and the Provinces of Bihar, Orissa, Bengal and Assam.

(iv) G. O. C.-in-C., Western Command for courts in the Bombay Presidency, north of the Narbada river and Ajmer-Merwara.

**395. Petitions submitted to military formations.**—Petitions, especially those submitted by ex-soldiers or their relatives, will be replied to in clear and sympathetic language and will be answered in the language in which they are written and also in English for the benefit of touring officers. In cases where a petitioner's request cannot be granted the reasons for rejection should be sympathetically explained. Paras. of regulations or instructions, etc., will not be referred to, as in the majority of cases, they convey no meaning to these petitioners.

**396. Appeals against audit.**—An appeal against the decision of an audit officer, other than a local audit officer, will be made in writing through the brigade commander to the C M. A. who will, if he is unable to reverse the decision, record his opinion thereon and forward it to the district commander, who if he is unable to concur in the audit objection will refer the matter for the decision of higher authority.

In the case of depts and administrative services, the same procedure will be followed, except that the appeal will, in the first instance, be submitted through the local head of the dept concerned.

Appeals from R. Os. against decisions of audit officers will be made on the prescribed form to the A G through the C M A concerned.

A C O who disagrees with the decision of a local audit officer, will refer the case direct to the C. M. A concerned

**397. Petitions to Civil authorities.**—Petitions addressed to civil authorities from Indian ranks, which are forwarded regimentally, will be forwarded by the O C unit himself who will satisfy himself that the petition does not contain a request for a grant of land, or concern:—

- (i) the grievances of anyone except the petitioner, his wife or minor children or any near relative who is unable suitably to represent his own case
- (ii) a case pending before a civil or criminal court except a request for its expedition.
- (iii) the re-opening of a case already decided by a civil or criminal court.

**398. Petitions to military authorities.**—The procedure to be observed for the submission of petitions to the military authorities by persons who have been, but are no longer, in military employ (including reservists), or their relatives, on matters relating to their military service is as under —

- (1) In the first instance the person who wishes to submit a petition should, whenever possible, consult the nearest member of his district soldiers' board or district soldiers' committee.

- (ii) When necessary a petition will subsequently be addressed to the O. C. the petitioner's late unit or in the case of disbanded units to the authority indicated on the discharge certificate, and where possible the remarks of the member of the district soldiers' board concerned will be endorsed thereon.
- (iii) Petitions should in no case be sent direct to H. E. the C.-in-C. or to officers at A. H. Q. Petitions so addressed involve further delay in examining the petitioner's request as it is invariably necessary to refer to the O. C. the petitioner's unit before any reply can be given.
- (iv) C. Os. will only *after careful consideration* refer to higher authority, petitions which they are unable to dispose of themselves or on which it is desirable that the orders of higher authority should be passed. Any petition so referred will be accompanied by full particulars and, where possible, a definite recommendation.
- (v) Petitions which contain a request for a grant of land will not be forwarded to the civil authorities.
- (vi) C. Os. will ensure that these orders are understood by all persons in military employ at the time of their transfer to the reserve or discharge.

**399. Production of official documents.**—The privilege of refusing to produce official documents or give evidence regarding official communications is, as regards civil and criminal courts in India and courts-martial under the I. A. A., regulated by the Indian Evidence Act, 1872, sections 123 and 124. When a military officer is called upon to produce official documents or to undergo examination by a committee of the legislature with regard to matters connected with his official duties, the unit or formation concerned will first refer the matter to the G. O. C.-in-C. command for approval unless the matter is of a trivial nature, in which case the sanction of the O. C. unit or formation commander only is necessary.

**400. Conviction of a British N. C. O. by the Civil power.**—The conviction of a British N. C. O., by the civil power will be reported to the brigade commander who will, if he considers it desirable, recommend his reduction to the district commander.

**401. Conviction of I. C. Os., V. C. Os. and I. O. Rs. by the Civil power.**—The conviction of an I. C. O. by the civil power will be reported to H. E. the Governor General and that of a V. C. O. to H. E. the C.-in-C. for such action as these authorities see fit to take. The conviction of an Indian W. O. or N. C. O. will be reported to the brigade commander who will decide whether dismissal, discharge or reduction is desirable.

**401-A. Delay in civil proceedings.**—Os. C. units will report to higher authority whenever the trial of a V. C. O. or I. O. R. in a civil court is inordinately delayed.



Departmental British W. Os. and N. C. Os. cannot exercise command over W. Os., N. C. Os. and men subject to the A. A., not belonging or attached to their own corps or departments, unless such persons are specially placed under their orders, or, in the case of the medical department, are patients in hospital

(iv) V. C. Os. Indian W. Os. and N. C. Os.—V. C. Os. and I. O. Rs. can exercise command only over persons subject to the I. A. A.

V. C. Os. and W. Os. of the I. M. D. are not entitled to assume command except over persons belonging to that Department, or specially placed under their orders, and over Indian patients and sick attendants in military hospitals and men of the I. H. C. V. C. Os., W. Os. and N. C. Os. of the R. I. A. S. C., I. H. C., I. A. O. C., I. A. V. C. and A. R. D. are not entitled to assume command except over persons belonging or attached to the corps or dept. to which they belong. V. C. Os. and N. C. Os. serving temporarily in these services and depts., are subject to the same restrictions as other B. C. Os. and N. C. Os. of these services or depts.

**405. Summary disposal of charges.**—Attention is drawn to A. A. section 47 which empowers any general officer or brigadier authorised to

443/X/42. Instruction 405, line 9 (in 1937 reprint), and line 8 (in 1940 reprint), for "field officer" substitute "lieutenant colonel".

Line 10 (in 1937 reprint) and line 9 (in 1941 reprint), add "provided no charges against field officers shall be dealt with summarily under this section except by a general or air officer authorised to convene a general court-martial."

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used by court-martial.

In dealing summarily with officers or W. Os. under the provisions of A. A. section 47, the following instructions will be observed:—

- (i) The authority having power to deal summarily with a case against an officer or W. O. under the provisions of A. A. section 47 will exercise that power only when the offence is laid under A. A. section 6 (except on active service), 8 (2) (threatening or insubordinate language only) except on active service; 9 (2) except on active service; 10, 11, 14, 15, 18 (1) (3), 19, 20 (except when the act is wilful), 21, 22, 26, 28 (1), 30 (3), 31 (2) (4), 31, 39 and 40, but no restriction is placed on his right to dismiss a charge for any offence, whether mentioned above or not.
- (ii) When an officer, who has power under A. A. section 47 to dispose summarily of a case against an officer, decides to award forfeiture of seniority of rank, or forfeiture of service for the purposes of promotion where an officer's promotion depends upon length of service, the forfeiture in either case will not exceed twelve months seniority or service as the case may be.

- (iii) When an officer has power under A. A. section 47 to dispose summarily of a case against an officer or W. O. of the R. A. F. seconded, lent or attached to the Army, he will not, in the case of an officer, award the punishments of forfeiture of seniority of rank in the R. A. F. or of service for promotion in that force, or, in the case of a W. O., forfeiture of seniority of rank in that force.
- (iv) When an officer having power to award a summary punishment under A. A. section 47, decides not to deal summarily with a charge against an officer or W. O. which has been referred to him for disposal, but to refer it for trial by court-martial he may convene a court-martial for the trial of the accused, whether or not he has investigated the case.
- (v) Where any punishment inflicted upon an officer under A. A. section 47 has subsequently been cancelled, varied or remitted by a superior officer under Rules of Procedure, Rule 10, a notification to that effect will be forwarded by the C. O. through the authorized channels to the A. G.
- (vi) The result of the summary disposal of a case against an officer under A. A. section 47 will not be published in command or other orders.

The procedure at the hearing of the charge and the two forms to be used as a record of these summary trials will be found at Appendix X.

Attention is particularly drawn to A. A. section 47 (2). The authority dealing summarily with a case under that section can only award punishments after either hearing the evidence or, if accused consents thereto in writing, after reading a summary or abstract of the evidence.

In cases which are disposed of on the evidence of witnesses given orally before the authority dealing with the case, documentary evidence is only admissible to the same extent and for the same purposes as before a court-martial.

In cases which are disposed of by the authority dealing with the case after reading a summary or abstract of the evidence the original written consent of the adoption of that course should be attached to the original A. F. B. 120 retained in the accused's unit. A certified true copy of that written consent should be attached to each copy of A. F. B. 120 submitted elsewhere. In this connection it should be noted that the proceedings of a court of inquiry cannot be utilized legally in lieu of an abstract or summary of evidence [Rules of Procedure, Rule 125 A (G)]. The following would be a suitable form for the written consent of an accused:—"I hereby consent to the case against me being summarily disposed of by ... .. under A. A. section 47, after reading the summary or abstract of the evidence". The signature, rank and unit of the accused should be added below with the date in full and place of signature.



Departmental British W. Os. and N. C. Os. cannot exercise command over W. Os., N. C. Os. and men subject to the A. A., not belonging or attached to their own corps or departments, unless such persons are specially placed under their orders, or, in the case of the medical department, are patients in hospital

(iv) V. C. Os. Indian W. Os. and N. C. Os.—V. C. Os. and I. O. Rs. can exercise command only over persons subject to the I. A. A.

V. C. Os. and W. Os. of the I. M. D. are not entitled to assume command except over persons belonging to that Department, or specially placed under their orders, and over Indian patients and sick attendants in military hospitals and men of the I. H. C. V. C. Os., W. Os. and N. C. Os. of the R. I. A. S. C., I. H. C., I. A. O. C., I. A. V. C. and A. R. D. are not entitled to assume command except over persons belonging or attached to the corps or dept. to which they belong. V. C. Os. and N. C. Os. serving temporarily in these services and depts., are subject to the same restrictions as other B. C. Os. and N. C. Os. of these services or depts.

405. Summary disposal of charges.—Attention is drawn to A. A. section 47 which empowers any general officer or brigadier authorised to  
443/X/42. Instruction 405, line 9 (in 1937 reprint), and line 8 (in 1940 reprint), for "field officer" substitute "lieutenant-colonel".

Line 10 (in 1937 reprint) and line 9 (in 1941 reprint), add "provided no charges against field officers shall be dealt with summarily under this section except by a general or air officer authorised to convene a general court-martial."

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made by court-martial.

In dealing summarily with officers or W. Os. under the provisions of A. A. section 47, the following instructions will be observed:—

- (i) The authority having power to deal summarily with a case against an officer or W. O. under the provisions of A. A. section 47 will exercise that power only when the offence is laid under A. A. section 6 (except on active service), 8 (2) (threatening or insubordinate language only) except on active service; 9 (2) except on active service; 10, 11, 14, 15, 18 (1) (3), 19, 20 (except when the act is wilful), 21, 22, 26, 28 (1), 30 (3), 31 (2) (4), 34, 39 and 40, but no restriction is placed on his right to dismiss a charge for any offence, whether mentioned above or not
- (ii) When an officer, who has power under A. A. section 47 to dispose summarily of a case against an officer, decides to award forfeiture of seniority of rank, or forfeiture of service for the purposes of promotion where an officer's promotion depends upon length of service, the forfeiture in either case will not exceed twelve months seniority or service as the case may be.

- (iii) When an officer has power under A. A. section 47 to dispose summarily of a case against an officer or W. O. of the R. A. F. seconded, lent or attached to the Army, he will not, in the case of an officer, award the punishments of forfeiture of seniority of rank in the R. A. F. or of service for promotion in that force, or, in the case of a W. O., forfeiture of seniority of rank in that force.
- (iv) When an officer having power to award a summary punishment under A. A. section 47, decides not to deal summarily with a charge against an officer or W. O. which has been referred to him for disposal, but to refer it for trial by court-martial he may convene a court-martial for the trial of the accused, whether or not he has investigated the case.
- (v) Where any punishment inflicted upon an officer under A. A. section 47 has subsequently been cancelled, varied or remitted by a superior officer under Rules of Procedure, Rule 10, a notification to that effect will be forwarded by the C. O. through the authorized channels to the A. G.
- (vi) The result of the summary disposal of a case against an officer under A. A. section 47 will not be published in command or other orders.

The procedure at the hearing of the charge and the two forms to be used as a record of these summary trials will be found at Appendix X.

Attention is particularly drawn to A. A. section 47 (2). The authority dealing summarily with a case under that section can only award punishments after either hearing the evidence or, if accused consents thereto in writing, after reading a summary or abstract of the evidence.

In cases which are disposed of on the evidence of witnesses given orally before the authority dealing with the case documentary evidence is only admissible to the same extent and for the same purposes as before a court-martial.

In cases which are disposed of by the authority dealing with the case after reading a summary or abstract of the evidence the original written consent of the adoption of that course should be attached to the original A. F. B. 120 retained in the accused's unit. A certified true copy of that written consent should be attached to each copy of A. F. B. 120 submitted elsewhere. In this connection it should be noted that the proceedings of a court of inquiry cannot be utilized legally in lieu of an abstract or summary of evidence [Rules of Procedure, Rule 125 A (6)]. The following would be a suitable form for the written consent of an accused — 'I hereby consent to the case against me being summarily disposed of by \_\_\_\_\_ under A. A. section 47 after reading the summary or abstract of the evidence'. The signature, rank and unit of the accused should be added below with the date in full and place of signature.

Every body of persons subject to the I. A. A. is either a corps, a department or a detachment. A division or a branch of a dept. is a "department" [I. A. A., section 7 (11)]. Regarding detachments, recruiting parties, including enrolled recruits accompanying them under the orders of a R. O., or A. R. O., enrolled personnel forming the establishment, for the time being, of an I. A. O. C. establishment or ordnance or clothing factory and enrolled personnel forming the establishment for the time being of a military hospital are examples of detachments.

A person belonging to the I. H. C. is "on detachment" even when employed in a military hospital at the station where the H. Q. of his company is situated.

(ii) The punishments awardable summarily to persons subject to the I. A. A. and the officer by whom these punishments may be awarded have been specified by H. E. the C-in-C. in pursuance of I. A. A. section 20 and are set forth in the table below. The method of entering awards on conduct sheets is laid down in Rule 352. As regards deprivation or disrating for inefficiency see P and A. Regulations, Volume I. Punishments of imprisonment, confinement to the lines and extra-guards or piquets may be awarded separately or conjointly but the carrying out of imprisonment will precede confinement to the lines and no award or awards, including imprisonment and confinement to the lines, shall exceed twenty-eight consecutive days. Field punishments can similarly be awarded separately or conjointly.

Nature of punishment.	Authority empowered to award punishment.	Persons liable to the punishment.	Relevant instructions and references	
I. Forfeiture of seniority for the purpose of promotion and reprimand.				
(a) Forfeiture of seniority, or in the case of an officer whose promotion depends upon length of service, of service for the purpose of promotion, for a period not exceeding twelve months.	Officer having power not less than a district commander, or an officer empowered to convene a general court-martial	Any I. C. O. below the rank of field officer Any V. C. O.	<p>1 When it is proposed to award a punishment of forfeiture of seniority or of service for the purpose of promotion the accused shall be asked whether he desires to be dealt with summarily or be tried by court-martial. If he elects to be tried by court-martial he shall not be punished summarily under this instruction.</p> <p>2 The officer empowered to deal summarily with the case will hear the evidence in the presence of the accused, or if the accused consents thereto in writing, may read a summary or abstract of the evidence</p>	
(b) Reprimand or severe reprimand				
(c) Forfeiture of seniority, or in the case of a W. O. whose promotion depends upon length of service, of service for the purpose of promotion, for a period not exceeding twelve months.	Officer having power not less than a brigade commander or an officer empowered to confirm the finding and sentence of a court-martial held for the trial of a W. O.	Any W. O.		
(d) Reprimand or severe reprimand				

Nature of punishment.	Authority empowered to award punishment.	Persons liable to the punishment.	Relevant instructions and references.
(e) Forfeiture of seniority of appointment for a period not exceeding twelve months.	Officer having power not less than a district commander, or an officer empowered to convene a general court-martial.	Enrolled clerks and storekeepers of the R. I. A. C. and enrolled clerks of the I. A. C. C. holding positions equivalent to those of substantive V. C. Os.	
(f) Reprimand or severe reprimand.			
(g) Forfeiture of seniority of appointment for a period not exceeding twelve months.	Officer having power not less than a brigade commander or an officer empowered to convene the finding and sentence of a court-martial bill for the trial of a W. O.	Enrolled clerks, storekeepers and checkers, R. I. A. C. and enrolled clerks of the I. A. C. C. holding positions equivalent to those of substantive Indian W. Os. or N. C. Os.	3 Reprimand or severe reprimand may be awarded either alone or in addition to forfeiture of seniority or of service for the purpose of promotion.
(h) Reprimand or severe reprimand.			

## II Imprisonment

(a) Imprisonment, rigorous or simple, and with or without solitary confinement, not exceeding twenty-eight days.	C. O. (other than O. C. depot, Gurkha Group Centre, or Training Company, Gurkha Rifle Battalion) not below the rank of field officer, O. C. depot, Gurkha Group Centre, and Training Company, Gurkha Rifle Battalion, when separated from Battalion H. Q. not below the rank of captain.	All persons subject to the I. A. C. other than I. C. Os., V. C. Os., W. Os., N. C. Os., and persons holding equivalent positions.	1. If rigorous imprisonment be awarded any portion of the imprisonment not exceeding seven days may be with solitary confinement. 2. Imprisonment will not be awarded in respect of an offence committed while the offender was of or above the rank of N. C. O.
(b) Imprisonment, rigorous or simple, and with or without solitary confinement, not exceeding fourteen days.	O. C. depot, Gurkha Group Centre and Training Company Gurkha Rifle Battalion when separated from Battalion H. Q. of the rank of lieutenant.	Idem.	3. An acting or lance N. C. O. is legally a N. C. O. and can only be awarded punishments awarded to N. C. Os. for an offence committed when a N. C. O.
(c) Imprisonment, rigorous or simple, and with or without solitary confinement, not exceeding seven days.	C. O. below the rank of field officer and V. C. O. commanding a detachment if authorised by the C. O.	All persons subject to the I. A. C. other than I. C. Os., V. C. Os., W. Os., N. C. Os., and persons holding equivalent positions.	4. An officer may remit punishment awarded by an officer under his command but he cannot increase it. 5. Imprisonment will be reserved for serious and repeated offences. 6. Imprisonment commences from the date of award and ends at sunset of the day the sentence expires. 7. A V. C. O. commanding a detachment may not award solitary confinement. 8. A sentence of imprisonment, simple or rigorous, carries with it two hours of useful military instruction daily. 9. A C. O. under the rank of field officer when specially authorized by name by district commander under whom he is serving may award up to twenty-eight days' imprisonment.

Nature of punishment.	Authority empowered to award punishment.	Persons liable to the punishment.	Relevant instructions and references.
III. Confinement to the lines.			
(a) For any period not exceeding twenty-eight days	C. O. . . . .	All persons subject to the I. A. A. other than I. C. Os., V. C. Os., W. Os., N. C. Os., and persons holding equivalent positions.	Defaulters will be required to answer to their names at uncertain hours throughout the day, and will be employed on fatigue duties to the fullest practicable extent with a view to relieving well-conducted soldiers there from. Defaulters will attend parades, and take all duties in regular turn. When the fatigue duties required are not sufficient to keep the defaulters fully employed, the C. O. may order them to attend extra drill, which will be limited to one hour a day, and will include some form of useful instruction.
(b) For any period not exceeding ten days.	Company commander or adjutant, if authorized by the C. O.	All persons subject to the I. A. A. other than I. C. Os., V. C. Os., W. Os., N. C. Os., and persons holding equivalent positions.	
(c) For any period not exceeding seven days.	Other British officers or I. C. Os. or a V. C. O. commanding a detachment if authorized by the C. O.	Ditto . . . .	
(d) For any period not exceeding three days.	Other V. C. Os. if authorized by the C. O.	Ditto . . . .	
[See also Section X (c) and (d)]			

## IV Extra duties

(a) Extra guards or plquets	(i) C. O. . . . . (ii) Company commander, adjutant, or a V. C. O. commanding a detachment, up to a limit of three such duties for any one offence, if authorized by the C. O.	All persons subject to the I. A. A. other than I. C. Os., V. C. Os. and W. Os.	For minor offences on these duties
(b) Extra duties or working parties	Ditto . . . . .	Non-combatants	According to status and occupation

## V. Deprivation of acting rank, appointment or of engineer, signal, artificer, M. T., corps trade pay or working pay, or reduction to a lower grade of pay.

(a) Deprivation of acting and lance rank, or of a position in the nature of an appointment.	C. O. . . . .	All persons subject to the I. A. A. other than I. C. Os., V. C. Os., W. Os., enrolled clerks, store-keepers and checkers of the R. I. A. S. C. and enrolled clerks of the I. A. C. C.	
(b) Deprivation of engineer, signal, artificer, M. T. trade pay or corps pay or reduction to a lower grade of pay for any day on which an offence, including idleness or negligence, is committed, or the offender may be detained temporarily for a period not exceeding twenty-eight days.	C. O. . . . .	Ditto . . . .	Non to a lower of pay may be led only to per- wing consoli- tes of pay which elements of pay

Nature of punishment.	Authority empowered to award punishment.	Persons liable to the punishment.	Relevant instructions and references
(c) Deprivation of working pay for any day on which an offence, including idleness or negligence, connected with the work for which the pay is drawn is committed	C. O. or V. C. O. commanding a detachment if authorized by his C. O.	All persons subject to the I. A. A. other than I. C. Os., V. C. Os. and W. Os.	

## VI. Forfeiture of good service and good conduct pay.

(a) Forfeiture of one rate good service or good conduct pay.	C. O. . . . .	All persons subject to the I. A. A. other than I. C. Os., V. C. Os. and W. Os.	May be awarded in addition to any other punishment.
(b) Forfeiture of the whole or part of any good conduct pay for a period of training	C. O. . . . .	Reservists	For any offence committed during training

## VII Reprimand.

Reprimand or severe reprimand.	C. O. . . . .	N. C. O., including acting N. C. Os. and enrolled checkers of the
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460/X/43 Instruction 406.

Under "VIII. Fines" insert the following new items (c) and (d) :-

1	2	3	4
(c) Fine to the extent of one-half of one month's pay or Rs. 100 whichever is the less.	C. O. . . . .	Enrolled personnel, whether attested or not, whose total monthly emoluments exceed the following amounts:- Rs. Havildar or equivalent 55 Naik or equivalent 50 Lance Naik, sepoy 35 or equivalent rank.	May be awarded in addition to any other punishments. Will not normally be awarded to a N. C. O., but only if punishment under Section V of this Table is not advisable or appropriate, and offence does not merit trial by court-martial.
(d) Fine to the extent of one-half of one month's pay; Rs. 100 whichever is the less.	pendent charge.	and persons whose total monthly emoluments (excluding compensatory allowances) exceed Rs. 500.	May be awarded alone or in conjunction with other punishments

Other action unless punishment.

rd in other

Any sum required to make good any expenditure caused by him, or any loss or damage or destruction done by him to any arms, ammunition, equipment, clothing, instruments, regimental paraphernalia, or military decoration or to any buildings or property.

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the I. A. A. except I. C. (s) but including enrolled clerks, storekeepers and checkers of the R. I. A. N. C. and enrolled clerks of the I. A. C.

(2) (f) Deductions in respect of damage to a government vehicle except in cases where gross negligence or carelessness is disclosed will, normally in cases of summary disposal be limited to fourteen days' pay.

Nature of punishment.	Authority empowered to award punishment	Persons liable to the punishment.	Relevant instructions and references.
<b>X. Miscellaneous</b>			
(a) Extra drill for two hours a day up to fifteen days.	C. O. . . . .	Regimental boys.	
(b) Do up to five days .	Adjutant of unit or depot	Ditto.	
(c) Confinement to the lines up to fifteen days with punishment drill in drill order.	C. O. . . . .	Ditto	
(d) Do up to five days .	Adjutant of unit or depot	Ditto	
<b>XI. Field punishment.</b>			
(a) No. 1 or No. 2 up to twenty-eight days.	C. O. . . . .	All persons subject to the I. A. A. other than I. C. Os, V. C. Os, W. Os, N. C. Os, and persons holding equivalent positions.	On active service only. For details see I. A. A. Rule 155.
(b) No. 1 or No. 2 up to seven days	V. C. O. commanding a detachment	Ditto.	Ditto

For minor breaches of prison discipline a prisoner may be awarded by the C. O. reduction of diet for not longer than three days at a time and additional hard labour and punishment drill not exceeding together two hours daily for not longer than seven days at a time.

**407. Disobedience to authority other than a superior officer.**—Disobedience of the instructions of a person subject to the I. A. A., who, though holding a position of authority, is not an officer, W. O., N. C. O., or acting N. C. O. does not constitute an offence under I. A. A., section 27 (e). Such cases, will, however, generally fall within the terms of I. A. A. section 39 (i) and can, if so, be disposed of under that section

**408. Revision of summary punishments awarded to persons subject to the I. A. A.**—If any punishment awarded by a C. O. or by any other authority dealing summarily with a charge, appears to a superior officer, as hereinafter defined, to be wholly illegal, then the superior officer shall direct that the award be cancelled and the entry in the records of the accused be expunged.

If such punishment appears to a superior officer as hereinafter defined, to be in excess of the punishment authorised by law for the offence, then the superior officer may vary the punishment awarded so that it shall not be in excess of the punishment authorised by law, and the entry in the records of the accused be varied accordingly.

If such punishment appears to a superior officer, as hereinafter defined, to be too severe having regard to all the circumstances of the case, then the superior officer may remit the whole or a part of the punishment awarded, and such remission shall be entered in the record of the accused; provided that such power of remission shall be exercised by a superior officer within a period of two years from the date of the award.

409/X/43. In R. A. I. Instruction 404, as reconstructed by correction slip No. 83 of October 1938, the following sub-para. will be added :—

"On the subject of military punishment, the following sub-para. will be added to the para. above."

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**409. Regimental conduct sheets for officers.**—Regimental conduct sheets (A. F. B.-120) will be kept, as confidential documents, in every unit for officers serving therein who have been convicted by court-martial or awarded a summary punishment. Entries will be recorded as laid down in K. R.

**410 Summary powers extended to captains.**—G. Os. C.-in-C., commands may empower specified captains temporarily commanding units or detachments to award detention not exceeding twenty-eight days, and district commanders may empower specified captains commanding units or detachments to award detention not exceeding fourteen days to British private soldiers under their command.

A captain thus empowered will be named in command or district orders, and the C. O. unit or detachment will be responsible that the O. C. i/c. records of the corps is informed of the order.

**411. Army Form B-121. Disposal of.**—Army Form B-121 of B. O. Rs. on leave in other stations will be retained in the unit to which they belong. Minor offences will be investigated by the O. C. attached section or other unit, who will decide according to the nature of the offence whether the men will be returned to their units for disposal forthwith or when their leave expires.

Army Forms B-121 of B. O. Rs. proceeding to another station on duty for more than one month will be forwarded to the officer under whose command they are placed.

**412. Conduct sheets, I. A.**—On promotion to V. C. O., W. O. I. or W. O. II, an individual's conduct sheet will be removed from his sheet roll (I. A. F. K-1155 or I. A. F. K-1156, as the case may be) and will subsequently be retained with the individual's confidential papers by the Adjutant (or equivalent officer) or Officer i/c Records where such exists or by the Director-General, Indian Medical Services, for personnel of the I. M. D.

A record of any subsequent offences will be made on A. F. B-120 in its existing form.

**412-A Aliens in military quarters or establishments.**—No alien will live in any military quarter or establishment during peace time unless the approval of H. E. the C.-in-C. has been obtained.

This restriction applied to houses, etc., owned, hired, leased or appropriated by Government for use by officers, soldiers, airmen



*Offences:—*

- Disobedience of a grave nature or studied insubordination.
  - Malingering, feigning or producing disease.
  - Use of force to superior, graver cases.
  - Contempt of court-martial, grave cases.
  - Giving false evidence
  - Ordinary theft.
  - Frauds.
  - Indecency or cruelty.
  - Act prejudicial, etc., of a graver nature than under (a).
- (c) Normal punishment. Rigorous imprisonment for one year and dismissal from the service.

*Offences:—*

- Making away with arms or ammunition.
- Repeated disobedience or insubordination.
- Desertion, grave cases and second or subsequent convictions.
- Thefts, grave cases.
- Frauds, grave cases.
- Causing hurt to render unfit for service.
- Unnatural offences.
- Failing to rejoin for active service, of a grave and deliberate nature.
- Act prejudicial, etc., of a grave nature.

**415. Exemplary service.**—For the purpose of exemption from trial under I. A. A., section 67, a soldier will be considered as having served in an exemplary manner if at any time during his service subsequent to the commission of the offence he has had no red ink entry in his conduct sheet for a continuous period of three years.

**416. Witnesses not to leave station.**—When an application has been made for a court-martial, no military witness will be allowed to leave the station without the sanction of the authority to whom application for trial has been made. After trial under the A. A. witnesses may disperse. After trial under the I. A. A. witnesses will not disperse without the previous sanction of the convening authority.

**416-A. Summonses to Civilian Witnesses.**—All summonses to civilian witnesses in India to attend a court-martial held in India under the Army Act will be delivered through a magistrate. A duplicate copy may be sent direct to the witness if desired. See A. A. 125 and Passage Regulations (India).

**417. Composition of courts-martial under the I. A. A.**—The president of a general court-martial and district court-martial under the I. A. A. should, if possible, be of field rank. For the trial of doubtful or complicated cases a district court-martial under the I. A. A. should, if possible, consist of five officers.

- 418. Junior officers to attend trials.**—C. Os. will insure that junior officers attend all courts-martial on men of their own units, and are also given opportunities to attend district courts-martial occurring in other units in the station.
- 419. Reference to the J. A. A. G.'s dept. before trial.**—In all cases for trial by general court-martial, and all cases whether under the A. A. or I. A. A., of indecency, fraud, theft, except ordinary theft, and civil offences, except simple assaults, the charge sheet and summary of evidence, and all the exhibits will be referred by the convening officer to the deputy J. A. G., or assistant J. A. G., of the command before trial is ordered. The convening officer should also refer for advice any other cases of doubt or difficulty. In all cases the doubts or difficulties and the matters on which advice is required will be specifically stated in the applications.
- 420. Court-martial proceedings.**—The proceedings of a general court-martial will be submitted by the judge advocate at the trial through the deputy J. A. G. or assistant J. A. G. of the command to the confirming officer. The proceedings of a district court-martial will be sent by the president or judge-advocate direct to the confirming officer, who may, if he considers it necessary, seek the advice of the deputy J. A. G. or assistant J. A. G. of the command before confirmation. The matter on which advice is required will be fully set out in the application. Court-martial proceedings, original and duplicate, will be registered and sent by separate posts.
- 421. Confidential nature of reports.**—The reports by officers of the J. A. G.'s dept. are confidential and will not be communicated directly or indirectly, to any authority lower than the authority to whom they are addressed. When proceedings are forwarded to lower formations or to units, such reports will be removed.
- 422. Disposal of proceedings other than proceedings of summary courts-martial.**—Acquittals under the A. A., after countersignature by the convening officer on the Finding page, will be forwarded through the O. C. unit to the deputy J. A. G. or assistant J. A. G. of the command. The original proceedings of all other courts-martial, will, after confirmation or non-confirmation, be sent direct to the O. C. unit for promulgation. The promulgation minute will be recorded on the proceedings below the confirmation minute and the necessary extracts will be taken for regimental records. The proceedings will then be returned to the deputy J. A. G. or assistant J. A. G. of the command through all authorities junior to the confirming officer to enable records to be completed direct.
- 423. Proceedings submitted to A. H. Q. and command H. Q.**—The proceedings of all courts-martial which have to be submitted to A. H. Q. for the orders of H. E. the C-in-C or other superior authority will be sent by or through command H. Q. to the J. A. G. The covering letter to the A. G. will be addressed to him through the J. A. G. Similarly, proceedings submitted to command H. Q. will be sent through the deputy J. A. G. or assistant J. A. G. of the

command. Whenever proceedings are reviewed by district or command headquarters, a note of this and of any action taken will be attached to the proceedings.

- 423-A. Promulgation of Courts-martial.**—Extracts from Part I and Part II Orders publishing the results of court-martial on personnel of the R. I. A. S. C., I. A. V. C., I. A. O. C., and Remounts Department will be forwarded to the Officer-in-charge of R. I. A. S. C. Records concerned, the Officer-in-charge of I. A. V. C. Records, the Director of Ordnance Services, A. H. Q., and the Director of Remounts, A. H. Q., respectively.
- 424. Remission and mitigation of sentence.**—When remission or mitigation of a court-martial sentence is ordered under A. A. section 57 (2) (b), or I. A. A., section 112 (1) the order will be recorded in writing. The written order will be sent to the unit to which the man belonged at the time of his conviction, the remission or mitigation ordered being at the same time reported to A. H. Q. After completion of his regimental records, the order will be sent through the same channels as the original proceedings of the court-martial, for attachment to them. In the case of remissions of sentences already suspended under A. A. Section 57-A., a copy of the minute of remission on A. F. A. 3104, certified by the staff officer to the competent military authority or by the officer commanding the unit concerned, or else a separate minute of remission signed by the competent military authority will, in future, be forwarded to the office of the J. A. G., without delay, for attachment to the proceedings.
- 425. Irregularities disclosed by court-martial proceedings.**—Where the proceedings disclose matters which appear to require investigation, such as a breach of K. R., or other regulations, on the part of individuals other than the accused, or allegations as to irregularities or statements as to the mental condition or fitness for service of the accused, whether made in mitigation of punishment or otherwise in the proceedings, a certificate will be attached to the proceedings stating that action has been or is being taken to deal with that matter.
- The officer to attach the certificate is the confirming officer, or the officer who would have dealt with the proceedings had confirmation been required, or the superior officer to whom proceedings have been submitted in cases where either of these officers is not competent to take action.
- Where the confirming officer, or the officer who would have dealt with the proceedings had confirmation been required, is not competent to deal with the matter himself, he will, in transmitting the proceedings to the O. C. unit for promulgation, or, in cases of acquittal in A. A. cases, to the deputy J. A. G. or assistant J. A. G., attach a covering letter addressed to the deputy J. A. G. or assistant J. A. G. requesting him to send the proceedings after review, to the brigade commander or other specified superior authority having power to deal with the matter. That officer will attach the necessary certificate and return the proceedings direct to the deputy J. A. G. or assistant J. A. G.

Where proceedings which disclose irregularities or allegations which appear to require investigation are received by the deputy J. A. G. or assistant J. A. G. without either the certificate, or the covering letter having been attached, those officers will submit the proceedings to the G. O. C.-in-C. command and that officer will attach to the proceedings either the necessary certificate or a note that the matter does not appear to require investigation.

The transmission of proceedings is not to be unnecessarily delayed for the purpose of enquiry into such collateral matters. Where necessary, extracts will be made and the proceedings promptly transmitted to the proper officer of the J. A. G.'s dept

**426. Appointment of a judge-advocate.**—When an officer of the J. A. G.'s dept. is not available and the case presents no legal difficulties the convening officer may appoint any suitable officer to act as judge-advocate at a court-martial.

**427. Illegal awards.**—The reduction of a soldier from or to an acting rank or an appointment is not a legal sentence. If such a sentence is inadvertently passed and the sentence contains no further legal award it is a nullity, and the court can be re-assembled to pass a valid sentence. If, however, the sentence is partly legal and partly illegal, confirmation of the illegal part may be withheld, or the court re-assembled to revise its sentence

**428. Sentences of imprisonment or detention under the A. A.**—

Under A. A. section 61 (4) proviso (a) a court-martial in sentencing an accused to a period of detention or imprisonment exceeding twelve months may order that for special reasons he need not be transferred to a prison or detention barrack in the U. K. If the court does not issue that order the confirming officer will either do so or will explain his reasons for not doing so in a letter to be attached to the proceedings

A recommendation by the convening officer as to the disposal of officers sentenced to imprisonment will be attached to the proceedings when they are forwarded to A H Q, for confirmation by H. E. the C.-in-C.

**428-A Suspension and review of sentences under the Army Act.**—

The Instructions regarding the Suspension and Review of sentences awarded by Courts-Martial in the M. M. L. will be followed in India with certain modifications:—

(a) When a sentence is referred by the confirming authority to a superior military authority, the latter will, after having filled in paragraph III of A. F. A -3104, return the court-martial proceedings and the A. F. A -3104 to the confirming authority, who will:—

(i) If the finding and sentence have been promulgated, transmit the proceedings direct to the D J A G or A J A G concerned, after detaching the A. F. A -3104 which he will send to the O. C. unit.

(ii) If the finding and sentence have not been promulgated, transmit the proceedings to the D. J. A. G. or A. J. A. G. concerned through the O. C. unit, at the same time sending to the O. C. unit the A. F. A.-3104.

(b) The authority both for holding A. F. A.-3104 and for bringing each case forward for review every 3 months or 6 months will be the O C unit.

(c) Since the proceedings of D. Cs. M. are sent to and kept in the U. K., O. Cs. will retain careful notes of the proceedings in which imprisonment or detention is awarded

(d) If, when a soldier under a suspended sentence becomes due for discharge or transfer to the reserve, the superior military authority decides that it is necessary in the interests of discipline to put the sentence into execution, he will do so and at once report the case to Army Headquarters.

(e) The following are superior military authorities in India under A. A. Section 57-A.—H. E. the C-in-C, all G. O. C.-in-C, command, all district commanders and, when not below the rank of brigadier, all independent ~~area~~ <sup>zone</sup> commanders. Where necessary, superior military authorities should appoint their own competent military authorities in pursuance of the powers vested in them by A. A. Section 57 A (9)

429. Report to J. A. G. of a soldier sent to the U. K.—Whenever a soldier tried by court-martial is to be sent to the U. K. to undergo his sentence, or returns there permanently for any reason within three months of the promulgation of the sentence or where there was acquittal, of the date of acquittal, the O. O. of the soldier will inform the J A G with the least possible delay.

430. Committal of offenders, B. O. Rs.—(i) The committing authorities are specified in A. A. sections 61 and 66 and in Rules of Procedure, Rule 126, and forms of orders for the commitment of British soldiers to detention barracks or military or civil prisons are given in Rules of Procedure, Appendix III. Before committing offenders, forty-eight hours' notice, by telegram in the case of outstation units will be given to the Commandant or superintendent of the military prison or detention barrack, as to the date of arrival. It will be assumed that accommodation is available unless intimation is received to the contrary. Applications for orders for removal and recommitment of soldiers under sentence will be submitted on I. A. F. D-912

(ii) The instructions contained in K. R., para 697 (ii), regarding soldiers sentenced to detention, will be adhered to whenever possible but in cases where the distance of the unit from the nearest detention barrack involves expense and delay out of proportion to the length of the sentence to be served, the district commander may authorise sentences of more than one hundred and sixty-eight hours detention to be carried out in a barrack detention room. The authorization may be given generally, once for all, in respect of any station

or stations at which troops are located but such general authorization will specially state the maximum length of sentence to which the authorization will apply.

(iii) Convicts other than those excepted from serving their sentences in the United Kingdom by a declaration made under A. A. Section 59(a) will, in communication with the Commandants, usually be committed, if serving in the Southern Command to the Military Prison at Trimulgherry, and if serving elsewhere to the Military Prison at Lucknow, pending early removal to the United Kingdom.

(iv) Soldiers sentenced to a term of imprisonment or detention which is to be undergone in the United Kingdom will be similarly committed either to the Military Prison and Detention Barracks at Lucknow or at Trimulgherry, pending early removal to the United Kingdom.

(v) Soldiers sentenced to a term of imprisonment, and soldiers, except those enlisted in India sentenced to a term of detention whose discharge for misconduct the competent authority proposes to authorize under K R para 383 (xii) (a), will usually be committed, if serving in the Southern Command, to the military prison or detention barrack at Trimulgherry, and if serving elsewhere, to the military prison or detention barrack at Lucknow, in communication with the commandant concerned. Reference will always be made to the A. G. before a soldier in one of these categories is committed elsewhere.

(vi) Convicts and prisoners may legally be committed to an authorized civil prison in India, either pending removal elsewhere, or, if the sentence is to be undergone in India, to undergo their sentences. Convicts who are excepted from serving their sentences in the U. K. by a declaration made under A. A. section 59 (a) will be committed to a civil prison as soon as practicable. Other convicts and prisoners will be committed to a civil prison only in exceptional circumstances and with the previous sanction of the G. O. C.-in-C concerned. On commitment to a civil prison, the discharge certificate will be sent to the governor of the prison.

(vii) Soldiers enlisted in India and sentenced to a term of detention whose discharge the competent authority proposes to authorize under K R., para. 383, (xii) (a) will be committed to the nearest detention barrack.

### IMPRISONMENT.

**431. Imprisonment in military custody.**—Imprisonment awarded to a prisoner subject to the I. A. A. will be carried out in the quarterguard, or cells of an Indian unit in the station, otherwise in the cells of a British unit. All prisoners will be visited daily by the orderly officer, and medical officer or hospital subordinate. They will also be visited by the officer of the week. A. N. C. O. with such assistance as may be necessary will be detailed to superintend hard labour, and punishment—drill.

**432. Imprisonment, how imposed.**—Men undergoing rigorous imprisonment in military custody will be confined separately in the regimental cells if available and if not, in the guard room. Two prisoners will never be confined together. The cells will always be under the observation of a sentry. If a prisoner is admitted to hospital a sentry will, if necessary, be posted over him.

Prisoners will carry out work for 6 hours daily from mid-March to mid-October and for 7 hours daily from mid-October to mid-March. Work will comprise:—

- (a) military instruction for such period as the O. C. unit may decide, subject to a minimum of 2 hours daily, and
- (b) hard labour for the remaining hours of work. Hard labour will consist of labour tasks such as spade work and working parties but no task will exceed a period of 2 hours at a time. In the hot season, hard labour will be performed under cover.

**433. Military prisons and detention barracks.**—The combined military prisons and detention barracks constituted under the A. A. are situated at Lucknow and Trimulgherry. A detention barrack constituted under the A. A. is situated at Sialkot. The regulations for the administration of prisons and detention barracks, and the duties of officers and others employed in them, are laid down in Rules for Military and Air Force Prisons and Detention Barracks in India.

**434. Regimental barrack detention rooms.**—Regimental barrack detention rooms will be inspected and each soldier under sentence visited daily by an officer of the unit, who will report the result of the inspection to the O. C. unit. The scale of diet of soldiers under sentence and convicts is given in Scales of Rations and Supplies issued by the R. I. A. S. C.

**435. General instructions.**—No detention room will be utilized as such without the sanction of the district or brigade commander. That will be recorded on the report of a board composed of the A. D. M. S. and a staff officer of the district or brigade stating that the room is built, ventilated warmed and fitted in accordance with sanitary requirements and the standard plan. On arrival of a unit at a station the O. C. unit will ascertain that the rooms are fit for the reception of soldiers sentenced to detention or imprisonment.

### DESERTION.

**436. Desertion and offences against enlistment, British troops.**—The rules in K. R. under the headings, *Desertion and Absence Without Leave* and *Offences against Enlistment* will be followed for all persons subject to the A. A. When desertion or absence without leave takes place the O. C. unit will at once inform the local and railway police, and will send a copy of A. F. B.-124 to the Inspector General of Police of the province, the military and police authorities, the S. S. Os. Bombay and Karachi and the staff captain, Presidency and Assam District.

**437. Deserter rejoining.**—If a deserter or absentee rejoins or ceases to be liable to apprehension the O. C. unit will at once inform the police and in the case of a British soldier, the editor of the Police Gazette, as directed in K. R., para. 598.

**438. Indian troops.**—If a person subject to the I. A. A. deserts, or is absent without leave, the O. C. unit will inform the civil authorities at once of the place, date of desertion or absence, regimental number, rank, name, unit, father's name, tribe or caste, sub-tribe, village, tehsil, thana, district or agency, and distinguishing marks or any other information which will assist in effecting the prompt arrest of the offender.

That information will be forwarded to the local police, to the railway police, and to the superintendent of police of the civil district to which the man belongs. If he belongs to the cities of Calcutta, Bombay or Madras, the information will be sent to the commissioner of police instead of to the superintendent and for a man resident in Assam to the special superintendent in charge of the Criminal Investigation Dept. Shillong. Reports to the local police will be accompanied by the verification roll (I. A. F. K-1152), if available, and they will be informed of the date and place of recruitment, and, if possible, the name and address of the recruiter.

An immediate report will also be made to the police officials mentioned if any person, not subject to the I. A. A., absconds with government property.

**439. Residents of Indian States.**—In the case of a man residing in the Indian State, the O. C. Unit will address the Political Officer of the State concerned, at the Headquarters mentioned below, and not any State official.

(i) Hyderabad.—The Honourable the Resident at Hyderabad—Hyderabad, Deccan.

(ii) Mysore.—The Honourable the Resident in Mysore—Bangalore.

(iii) Indore and Rewa.—The Honourable the Resident for Central India—Indore.

(iv) Ajuigarh, Baoni, Baraundh, Chhatarpur, Datia, Samthar.—Political Agent

(v) Bhopal Dewas (Senior and Junior Branch), Khilchipur, Narsingarh and Rajgarh.—Political Agent, Bhopal—Bhopal.

(vi) Alirajpur, Barwani, Dhar, Jaora, Jhabua, Ratlam, Sailana and Sitamau.—Political Agent in Malwa—Indore.

(vii) Bikaner and Sirohi.—The Honourable the Resident for Rajputana—Ajmer in winter and Mount Abu in summer.



- (viii) Bharatpur, Bundi, Dholpur, Karauli, Kotah and Jhalawar.—Political Agent, Eastern Rajputana States—Bharatpur.
- (ix) Alwar, Jaipur, Kishengarh and Tonk.—Resident at Jaipur—Jaipur.
- (x) Banswara, Dungarpur, Partabgarh, Shahpura and Udaipur (Mewar).—Resident in Mewar and Political Agent, Southern Rajputana States—Udaipur.
- (xi) Danta, Jaisalmer, Jodhpur (Marwar) and Palanpur.—Resident for the Western Rajputana States—Jodhpur.
- (xii) Bhavnagar, Cutch, Dharangadhra, Dhrol, Gondal, Idar, Junagadh (Junagarh), Lumbdi (Lumri), Morvi Navangar (Nawangar) Palitana, Porbandar, Radhanpur, Rajkot, Venkaner (Wankaner), and Wadhwan (Vadwan).—The Honourable the Resident for the States of Western India—Rajkot.
- (xiii) Bahawalpur, Bilaspur, (Kahlur), Chamba, Faridkot, Jind, Kapurthala, Khairpur, Loharu, Maler Kotla, Mandi, Nabha, Patiala, Sirmor (Nahan) and Suket.—The Honourable the Resident for the Punjab States—Lahore.
- (xiv) Bulasinor (Vadasinor) Bansda, Baria, Baroda, Cambay, Chhota Udepur (Mohan), Dharampur, Jawahar, Lunawada, Rajpipla, Sachin and Sunth (Sant).—Resident for Baroda and the Gujarat States—Baroda.
- (xv) Kashmir.—Resident in Kashmir—Srinagar in summer and Sialkot in winter.
- (xvi) Gwalior.—Resident in Gwalior—Gwalior.
- (xvii) Banganapalle, Cochin, Pudukkottai and Travancore.—Resident for the Madras States—Trivandrum.
- (xviii) Bhor, Janjira, Kolhapur, Mudhol, Sangli and Sawantwadi.—Resident for Kolhapur and the Deccan States—Kolhapur.
- (xix) Kalahandi (Karond), Mayurbhanj, Patna and Sonapur.—Resident for the Eastern States—Ranchi.
- (xx) Cooch Behar.—Commissioner Rajshahi Division (ex-officio Political Agent, Cooch Behar)—Jalpaiguri.
- (xxi) Tripura.—Magistrate and Collector of Tripura (ex-officio Political Agent, Tripura States)—Comilla.
- (xxii) Benares.—Commissioner, Benares (ex-officio Political Agent, Benares)—Benares.
- (xxiii) Rampur, Tehri (Garhwal).—Commissioner, Rohilkhand Division (ex-officio Political Agent for Rampur and Tehri (Garhwal)—Bareilly.
- (xxiv) Manipur.—Political Agent and Superintendent, Manipur—Manipur, Assam.

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#### COURTS OF INQUIRY, INQUESTS, ETC.

444. Courts of Inquiry and Station Boards.—The convening officer is responsible that a court of inquiry or station board is composed of members whose experience and training best fit them to deal with the matter at issue. A court of inquiry may consist of officers only, or of one or more officers together with one or more W. Os. or N. C. Os. as may be desirable. A station board may consist of any persons selected by the convening officer. The members of a mixed civil and military board will take precedence in accordance with the table of precedence in the I. A. List. The stationery and forms required by a board will be supplied by the unit which applies for it.

**444-A. Courts of Inquiry in connection with financial irregularities.—**

A military officer of the Military Accounts Department may, after his services have been placed by the G. of I. at the disposal of the C.-in-C., be deputed to sit as a member of a military court of inquiry assembled in connection with financial irregularities, so that he may properly guide the investigations of the committee.

In cases where the services of a military officer of the Military Accounts Department cannot conveniently be made available a civilian officer of the Department may be appointed to assist at any military court of inquiry assembled for the purpose indicated above, but he may not sit as a member of such a court. 6

In the event of either the military or the civilian officer of the Military Accounts Department finding himself unable to agree with the conclusions of the court, it will be open to him to record a note of dissent.

**445. Injuries to persons subject to the A. A.—**Courts of inquiry will be held in the circumstances specified in K. R. to investigate the cause of injuries to persons subject to the A. A., and to lady nurses and schoolmistresses. The proceedings will be confirmed by the brigade commander.

**446. Injuries to persons subject to the I. A. A.—**(a) A court of enquiry will investigate injuries other than those resulting from participation in games, sports or physical recreation, in the following circumstances only—

- (i) If the injury is fatal. Where an inquest is held a copy of the coroner's report will be attached to the court of inquiry proceedings.
- (ii) If, in the opinion of the C. O., doubt exists as to the cause of the injury.
- (iii) If, in the opinion of the C. O., doubt exists as to whether the injured person was on or off duty at the time he received the injury.
- (iv) If, for any reason, it is desirable thoroughly to investigate the causes of the injury.
- (v) If the injury was caused through the fault of some other person.

The proceedings of the court will be submitted, with an expression of opinion by the C. O., to the brigade commander who will record thereon his decision whether the disability or death was attributable to military service and whether it occurred on field service. In the case of personnel of H. E. the Governor General's Bodyguard and the A. R. D. authority has been delegated to the Military Secretary to H. E. the Viceroy and to the D. of R., respectively, to adjudicate on courts of enquiry.

(b) A court of enquiry need not necessarily be held to investigate deaths or injuries sustained through taking part in organized games, sports and other physical recreations as defined in Rule 312.

In all cases where a court of enquiry is not held, A. F. B.-117 will be completed with the statements of witnesses as required by item four thereon and, when applicable, the C. O. will certify that the games, sports or physical recreations were organised ones. The brigade commander will record on the form his decision whether or not the injury was attributable to military service, and whether it occurred on field service.

A. F. B.-117 or the proceedings of the court, so endorsed, as the case may be, will accompany the pension claim when submitted to the pension sanctioning authority, who will either accept the decision of the brigade commander, or, if in doubt, will submit the pension claim for the orders of the G. of I. The medical board or the medical officer who furnishes a death certificate will not express any opinion in such cases in regard to attributability to service, except on purely medical grounds which should be clearly specified.

447. **Prisoners of war.**—Whenever persons subject to the I. A. A. are taken prisoners by an enemy a court of inquiry under I. A. A., Rule 158 (H) will be assembled under local arrangements to enquire into their conduct.

The court of inquiry will be held as soon as possible after the return of the prisoner or prisoners but when there is reason to believe that a person has been taken prisoner by his own voluntary action or wilful neglect of duty, or that he has served with or under, or has aided the enemy, a provisional court of inquiry (see below) will be assembled at the earliest possible moment to investigate the circumstances.

The proceedings will be forwarded by the officer who assembled the court to the G. O. C.-in-C command, the district commander, or the commander of the forces in the field, who will, unless full remission of the forfeiture of pay and allowances incurred by a prisoner of war has already been made, issue such orders as he may think fit regarding the remission of such forfeiture [See I. A. A., Rule 165 (C)] An I. C. O. does not forfeit pay and allowances while a prisoner of war.

A remission or forfeiture of pay and allowances may be partial or full See I. A. A., section 52.

A court of inquiry under I. A. A. Rule 158 (H) on the conduct of a prisoner of war who is still absent may be assembled as and when necessary, and in particular to assist the authority empowered to remit the forfeiture of pay and allowances incurred by such prisoner of war in deciding what remission, if any, should be made in order that provision may be made for the dependants of the prisoner of war. (See I. A. A., section 52-A and I. A. A., Rule 166) Such remission may also be made on the written report on the prisoner's conduct by an officer who has personal knowledge of the case or has been deputed to investigate it, or on the personal knowledge, regarding such conduct, of the authority having power to make the remission.

A court of inquiry respecting a prisoner of war still absent and not known to have died in captivity will be provisional.

Where an authority, who has power under I. A. A., section 52-A and I. A. A., Rule 166 to make provision for the dependants of a prisoner of war, considers that such provision should be made but is unable to make it owing to no remission of the forfeiture of pay and allowances of the prisoner of war having been made, he will, if not himself empowered to make the remission, refer the matter to the authority who has that power.

**448. Loss of secret documents.**—As soon as possible after the loss of a serially numbered secret or confidential document is brought to his notice the formation commander who issued, or is responsible for the issue of, the document will convene a court of inquiry, presided over by a senior officer not belonging to the unit where the loss has occurred, and including not less than two other officers, to investigate the matter and to advise what further steps should be taken. Any individual subject to military law who is implicated in any way in the loss of the document forming the subject of the court of inquiry, will be afforded full opportunity of being present throughout the inquiry, and of making any statement, and of giving any evidence he may wish to make or give, and of cross-examining any witness, whose evidence in his opinion affects his character or military reputation, and of producing any witness in defence of his character or military reputation [See Rules of Procedure, Rule 125 (A) and (B) and I. A. A. Rule 158 (F).] The court will sit "in camera". Every witness will be cautioned that any disclosure by him of any matters forming part of the proceedings of the court may be treated as an offence against the Indian Official Secrets Act, 1923. A copy of the proceedings of the court will be forwarded to the C. G. S.

**449. Courts of arbitration.**—Courts of arbitration (panchayats) may be held in Indian units with the consent of the parties concerned, for the settlement of private disputes. The O. C. unit will see that the record contains the substance of the matter, the names of the arbitrators appointed by the disputants, and that of the umpire appointed by himself, and the agreement of those concerned to abide by the decision of the majority. The award, which in the case of pecuniary damages shall not exceed six months' pay and allowances, will be signed by the president. The O. C. may not set aside a permissible award because he dissents from it.

**449-A. Procedure for making award under the arbitration clause in M. E. S. contract forms.**—The following procedure should be followed, as far as practicable, in giving an award under the arbitration clause embodied in the M. E. S. contract forms:—

- (a) In the first place, the officer, who is named as arbitrator under the arbitration clause, should satisfy himself that the parties concerned have both agreed that the matter should be dealt with by him as arbitrator.
- (b) The arbitrator should next ensure that both parties are clear as to exactly what is to be referred for arbitration.

- (c) In all cases of dispute referred to him for decision the arbitrator should allow both the parties concerned a hearing. At his discretion both sides may be asked to reduce their views to writing on record.
- (d) Before taking up the reference for final decision, the arbitrator should issue notices to both parties, giving a date for them either to submit their cases in writing or to appear before him. The parties should be given an opportunity to appear and produce documents and call witnesses, if they so desire. The arbitrator may refuse to admit irrelevant evidence but should be careful to admit all evidence material to the question which the parties may choose to put before him, as refusal might be fatal to the award.
- (e) The arbitrator should retain notes of the proceedings in case his award is challenged in a Court of Law. It is entirely at his discretion whether he allows the parties to inspect or to have copies of same.
- (f) The arbitrator must be fair to both sides. He is not, however, bound by the rules of evidence under the Indian Evidence Act.
- (g) It is unnecessary, and generally speaking most undesirable for the arbitrator to give reasons for his decision. The award should set out the point or points referred and the arbitrator's decision. If necessary, the arbitrator is entitled to take legal assistance as to the form of the award, but he should not seek outside assistance in arriving at his decision at any rate, without the consent of the parties.
- (h) The award as given by the arbitrator can, if necessary, be filed in a court in accordance with the procedure prescribed in paras. 20 and 21 of the Second Schedule to the Code of Civil Procedure. This is unnecessary, however, unless Court process is required in order to realise the award.
- (i) If costs have been incurred, the arbitrator should decide in his award which party should pay.
- (j) If any fees or expenses are payable to the arbitrator, he should give notice to the parties that his award is ready and will be declared on payment of such fees and expenses. He may refuse to publish his award until the required payment is made.

Such an award is conclusively binding on both parties and will not be looked at on its merits by a Court of Law. The award can only be set aside by a Court of Law on proof of misconduct on the part of the arbitrator or that the award was improperly secured.

If a point of law arises which the arbitrator is unable to decide, he can state a special case for the opinion of the Court, under the provisions of Section 10 of the Indian Arbitration Act, 1909, where this applies. The Court will give its decision on the legal point and inform the arbitrator accordingly, but will still leave the final award for the arbitrator's decision.

450. **Inquests.**—Immediate information shall be given to the police of the death of any person subject to the A. A. or I. A. A. or any member of his family by suicide, violence, accident, or in suspicious circumstances. The O. C. will only convene a court of inquest where the death occurs at a place out of British India for which no criminal court has been constituted by the Governor General, or when a death occurs in a military prison or detention barrack in India, as laid down in A. A. section 184. Courts of inquest shall follow the procedure laid down in Rules of Procedure, Rule 127.

### COMMITTEES OF ADJUSTMENT.

451. **Procedure.**—The Regimental Debts Act, 1893, and the regulations under that Act, lay down the procedure to be followed in the case of death, insanity, desertion, absence without leave, or conviction by civil court for an offence which by the law of England is a felony, of any person subject to the A. A.

When a person subject to the A. A. dies in India or, during temporary absence from his unit, dies out of India, a committee of adjustment will be appointed by his C. O., and the O. C. station of the person's unit will detail one or more officers to assist the committee in securing the effects of the deceased which are on the spot and to carry out any instructions of the committee. In the case of I. M. S. officers or I. M. D., assistant-surgeons subject to the A. A. in civil employ, dying in India or during temporary absence from their civil appointments, dying outside India, a committee of adjustment will be appointed by the O. C. of the military station nearest to the H. Q. of his civil appointment.

452. **Forms.**—Command, district, area and brigade H. Qs., will maintain as a permanent stock five sets of the necessary forms for the use of committees of adjustment assembled on the estates of deceased officers and W. Os. subject to the A. A. As soon as a casualty takes place the O. C. unit concerned will apply to the formation under whom serving for a set of these forms. This set will be replaced by a fresh one which the Secretary, Defence Department, G. of I., will forward direct to the formation as soon as he receives intimation of the casualty. A committee of adjustment set up at the headquarters of a formation will be supplied immediately with a set from the headquarters' permanent stock in anticipation of the receipt of the normal replacement set direct from the Secretary, Defence Department. Whenever a shortage, not met by normal replacement as indicated above, occurs in the permanent stock of forms at a command, district, area or brigade headquarters, application will be made direct to the Secretary, Defence Department, stating the circumstances to which the shortage is due.

In all other cases, apart from officers and W. Os. the proceedings in duplicate will be recorded on A. F. O.-1625 and will, in the case of those borne on the rolls of, but not serving with, a unit, be sent to the officer in India having charge of their duplicate attestations, who will be responsible for the disposal of the surplus.

453. **Casualty at a civil station.**—A committee of adjustment on the estate of a person who did not reside at a military station, will be assembled at the nearest station.
454. **Public property to be returned.**—A list of any articles of public property found among the effects, will be sent by the committee of adjustment to the convening officer, by whom they will be returned to the proper quarter.
455. **Delay in closing estates.**—When the accounts of the estate of an officer or W. O. are not closed within three months, the officer convening the committee of adjustment will report the cause of delay to the Secretary, Defence Dept., G. of I. Where the estates of N. C. Os. and soldiers of the I. U. L. are concerned, a similar report will be made to the district commander.
456. **Disposal of firearms or ammunition.**—Firearms or ammunition which form part of the personal effects of a deceased officer or soldier may be handed over by the committee of adjustment to the widow, the next-of-kin, the legal representative or, if they are amongst the effects to be disposed of by sale at the unit, to the purchaser, provided that the person to whom they are handed over is duly licensed to possess them.
- When this procedure cannot be followed they should be deposited at the nearest police station or with a licensed dealer; but in the latter case the district magistrate should be asked whether there is any objection to doing so.
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### CORRESPONDENCE.

Ad 1<sup>o</sup> the following is stated:

- (xii) The Officer Commanding, R. A. M. C. Depot, Deolali, to the Regimental Paymaster, R. A. M. C., United Kingdom, only.

Deputy P. S. Os or senior staff officers at Army and Air Headquarters may sign foreign state telegrams during the absence of the head of the office. The senior staff officers at command, districts and brigade headquarters, are authorised to send these telegrams in the absence of their commanders.

485. **Wireless instructions.**—Regarding official messages being sent by civil wireless stations, except when taken over by the military authorities at times of emergency, civil wireless stations form part of the civil telegraph system of the country and re-transmit all messages exactly as received whether by wireless or land line. They neither encipher nor decipher such messages.

In any case in which it may be undesirable for an official telegram to be transmitted by wireless, the telegram will be franked "not by wireless" by the originator. No telegram so franked will be transmitted by radio under any circumstances, without reference to the originator. It must be clearly understood that all telegrams not so franked are liable to be transmitted either by radio or by land line, entirely in accordance with the directions of the telegraph authorities.

Except where no separate telegraph office exists, civil wireless stations neither accept nor deliver telegrams to and from the public, and official telegrams will not be handed in to such wireless stations except in cases of emergency, when the emergency will be certified by a responsible officer.

486. **Telegrams relating to capital sentences and reprieves.**—State telegrams relating to capital sentences or reprieves, which it is desired should receive special treatment in telegraph offices, will bear the words "Capital sentence" as the first two words in "Person to" instead of in the text.

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**ORDERS AND DOCUMENTS.**

**490. General instructions.**—The issue and promulgation of orders in British Units will be carried out in accordance with K. R. para. 1652

In I. A. units orders will be issued to officers and a complete file of unit orders both Part I and Part II will be kept in the unit orderly room and in sub-unit offices. Vernacular translations of these orders will be maintained by each sub-unit. These orders will be promulgated at roll call of the day on which they are issued.

In I. A. units orders of a permanent nature will be incorporated in the unit standing orders. No permanent order book need be maintained. Once orders are promulgated all ranks must realize that the ignorance of orders will not be admitted as an excuse for their non-observance.

An order may be cancelled by the authority who issued it. but no portion of an order will be erased from an order book without the sanction of superior authority

**491. Issue of orders.**—Orders and instructions to subordinate formations and to fighting troops in connection with the administrative services and depts. will be issued only by the branch of the staff concerned.

**492. Preparation of orders.**—Formation orders, other than those issued at manœuvres or in the field will be arranged in two classes, namely G. S. orders and administrative orders. The orders comprised under each class will be divided into numbered paragraphs, each dealing with a separate subject, but the numbering for both classes combined will be consecutive throughout the year. Each order will be prepared by the staff officer or head of service or dept. concerned, and, in the latter case, will be passed to the branch of the staff concerned for issue. Orders will be embodied under one heading containing the number of the order, the command to which the order refers and the date and place of issue.

G. S. orders will be signed by the senior G. S. O., or, in his absence by the next senior or if there is no next senior, by a staff officer not belonging to the general staff who for the time being the commander may empower to sign G. S. orders. Orders relating to administration will be signed by the senior staff officer belonging either to the A. G.'s or Q. M. G.'s branch. A staff officer signing orders will add to his signature his rank and if he is the senior staff officer of a branch issuing the order, the title of his appointment. A junior staff officer signing an order will sign "for" the senior officer of his branch.

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**SECRET SECURITY AND CONFIDENTIAL DOCUMENTS AND CORRESPONDENCE.**

**493. General.**—Instructions for dealing with secret, security and confidential documents and correspondence are contained in "RULES FOR THE SECURITY OF OFFICIAL DOCUMENTS AND CORRESPONDENCE" which is issued under the authority of the Government of India.

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497. **Reference to operations.**—When military operations are contemplated or in actual progress, information with reference to any matter connected with the operations will on no account be made public. The contents of documents are only to be communicated to those whom it is necessary to inform in the interests of the public service. Orders for mobilization, the despatch of reinforcements, transport, supplies, etc., will be treated as secret.

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#### RETENTION AND DESTRUCTION OF DOCUMENTS, ETC

498. **Disposal of obsolete documents.**—A board will be assembled annually in every unit and formation office for the purpose of recommending documents for destruction. The recommendations of the board will be submitted on A. F. L. 1373 to the brigade commander or in the cases of higher formations, services or depts. not under a brigade commander to the commander of the higher formation or head of dept concerned. The officer to whom submitted will issue orders regarding the disposal of the documents, ensuring that no documents are destroyed which may be of interest from a historical, statistical, instructional or general point of view.

**499. Retention of financial documents.**—The following documents in connection with funds, etc., will be retained for a period of ten years:—

- Pay and Mess Book. I. A. F. A 2
- Cash Account. I. A. F. A 125.
- Treasure Chest Ledger. I. A. F. A 119.
- Treasure Chest Cash Account. I. A. F. Z 2003.
- Treasure Chest Cashier's Book. I. A. F. A 118.
- Register of Money Orders I. A. F. Z 2067.
- Receipt Book. I. A. F. A 124.

The following will be retained for a period of three years:—

- Black Cheque Book. I. A. F. A 176.
- Red Cheque Book. I. A. F. A. 177.
- Yellow Cheque Book. I. A. F. A 177-A.
- Register of Requisitions for Remittance Transfer Receipts I. A. F. A 610.
- Monthly Statement of Public Funds I. A. F. A 120.

**499-A. Retention of contract deeds.**—Contract deeds, and correspondence connected therewith, will be retained for ten years after the period of their currency has expired. But in the office of the Director of Contracts they will be retained for the periods specified below —

	Period of retention after the expiry of contract.
(i) Contracts upto the value of Rs. 1,000 in each case .	3 years.
(ii) Contracts of the value of Rs 1,001 to Rs. 5,000 in each case .	5 years.
(iii) Contracts of over Rs 5,000 in value in each case .	10 years.
(iv) Rate of Running contracts . . . . .	According to approximate value as classified above.
(v) Purchasing Agency Term Agreement . . . . .	10 years.

2 Purchasing Agency Indefinite Agreements will be permanently retained

**500. Retention of pension documents.**—The following documents in regard to the grant of pensions and gratuities to V C Os, I O Rs and enrolled non-combatants will be retained by the units and formations concerned for twenty-five years —

- (i) Record copies of sheet rolls and service books.
- (ii) Undelivered original sheet rolls
- (iii) Register containing details of pensioners.
- (iv) Admission and discharge books of Indian Military Hospitals.
- (v) Medical board proceedings

The following documents will be filed with the record copy of the sheet roll for retention:—

- (i) Sanctions by audit officers to counting of former service.
- (ii) Medical history sheets.
- (iii) Active service casualty forms.
- (iv) Details of field or foreign service with orders thereon.
- (v) Certificates of election to come under any particular pension rules, etc.
- (vi) Injury reports, statements of witnesses, etc.

In addition to the documents mentioned all important correspondence regarding pensions and gratuities will be retained for ten years.

501. **Binding of orders.**—Extracts from the Gazette of India, A. Is. I., Army Council Instructions, Army Orders, I A. Os., command, district and brigade orders will be retained in extemporised covers by units and offices to which they are issued for a period of six years after which they will be destroyed. For purposes of reference higher formations may retain these publications for longer periods. They will be bound in accordance with the orders of the G. O. C.-in-C. command, who will exercise his discretion as to the number to be bound and the quality of the binding.

### REPORTS, STATIONERY AND BOOKS.

502. **Returns.**—I. A. F. Z 2000 contains a list of reports and returns submitted by the Army in India and the channels to be followed. The regimental section gives those submitted by units, the staff section those by staffs, and the departmental section those by services and depts. Rules and instructions embodied in I. A. Forms have the force of authorized rules and instructions. No return is to be introduced without the personal sanction of the head of the branch concerned at A. H. Q.

503. **Reports on important occurrences.**—Details regarding all reports are to be found in I A F Z 2000 but particular attention is drawn to the fact that immediate reports are required always when incidents of grave importance take place, such as affrays, serious breaches of discipline and serious injuries, etc. Whenever anything of that nature occurs an immediate reference should be made to I. A. F. Z 2000 where the exact nature of the report to be made in the circumstances will be found.

Whenever an officer or soldier, British or Indian, is tried by a civil court, a British officer or an I. C. O. will be deputed to attend the trial of the case if, for purposes of making reports under I. A. F. Z 2000, this is considered necessary. The officer should submit to the local military authorities a brief summary of the case on its completion.

When a British soldier is tried by a civil court the procedure in King's Regulations will be followed.

Before an officer is detailed to attend a trial, the commander should ascertain whether the court hearing the case is competent to dispose of it. If the trial takes place at a distance, the brigade or area commander will decide whether it is advisable for an officer to be present, and, if so, whether the officer shall be detailed from the soldier's unit, or from some other unit near the place of trial. In the latter case the O. C. the soldier's unit will forward all documents and any information that may be necessary for the use of the officer detailed to watch the case.

504. **Reports relating to appointments.**—These reports will be submitted by letter to commands and districts, etc., copies being forwarded to the M. S., in the case of changes, temporary or permanent, in the command of brigades and higher formations and also in the case of staff appointments. Reports will not be submitted in the case of changes occasioned by casual leave except for the appointments of G. O. C.-in-C. of a command and Commander, Western (Independent) District.
505. **Abnormal desertions and deaths.**—When an unusual number of deaths or desertions occur a special report is to be submitted with the monthly return. The report will state the causes and precautionary measures adopted to check the disease or deal with the desertions.
506. **Register of births, marriages and deaths.**—Register of births, marriages and deaths (A De. 112, 113 and 114) will be maintained as directed in K. R. para 1703, on behalf of all officers and other ranks of non-Asiatic domicile of both British and Indian services and their families serving in India. The reports and returns to be made in connection with these occurrences are laid down in I A F Z 2000.
507. **Loss of arms, ammunition and explosives.**—Reports of all cases of theft or loss of arms, ammunition or explosives, Government or private property, as detailed below will be made as directed in I A. F. Z 2000:—
  - (i) Complete firearms, including rifles or carbines issued for match shooting purposes, and revolvers maintained by officers as part of their equipment
  - (ii) Rifle barrels or bolts.
  - (iii) Locks, bolts and barrels of automatic weapons
  - (iv) Explosives, including lachrymatory capsules and generators
  - (v) Gun and trench mortar ammunition and bombs.
  - (vi) S. A. A., including 22 inch, and buckshot cartridges, in cases where more than five rounds are involved.
  - (vii) Blank S. A. A. where more than five hundred rounds are involved.
  - (viii) Fired cartridge cases, whether ball or blank, in cases where more than five hundred fired cases are involved
  - (ix) Grenades, hand or rifle.



The following documents will be filed with the record copy of the sheet roll for retention:—

- (i) Sanctions by audit officers to counting of former service.
- (ii) Medical history sheets.
- (iii) Active service casualty forms.
- (iv) Details of field or foreign service with orders thereon.
- (v) Certificates of election to come under any particular pension rules, etc.
- (vi) Injury reports, statements of witnesses, etc.

In addition to the documents mentioned all important correspondence regarding pensions and gratuities will be retained for ten years.

501. **Binding of orders.**—Extracts from the Gazette of India, A. Is. I., Army Council Instructions, Army Orders, I. A. Os., command, district and brigade orders will be retained in extemporised covers by units and offices to which they are issued for a period of six years after which they will be destroyed. For purposes of reference higher formations may retain these publications for longer periods. They will be bound in accordance with the orders of the G. O. C.-in-C command, who will exercise his discretion as to the number to be bound and the quality of the binding.

### REPORTS, STATIONERY AND BOOKS.

502. **Returns.**—I. A. F. Z 2000 contains a list of reports and returns submitted by the Army in India and the channels to be followed. The regimental section gives those submitted by units, the staff section those by staffs, and the departmental section those by services and depts. Rules and instructions embodied in I. A. Forms have the force of authorized rules and instructions. No return is to be introduced without the personal sanction of the head of the branch concerned at A. H. Q.

503. **Reports on important occurrences.**—Details regarding all reports are to be found in I. A. F. Z 2000 but particular attention is drawn to the fact that immediate reports are required always when incidents of grave importance take place, such as affrays, serious breaches of discipline and serious injuries, etc. Whenever anything of that nature occurs an immediate reference should be made to I. A. F. Z 2000 where the exact nature of the report to be made in the circumstances will be found.

Whenever an officer or soldier, British or Indian, is tried by a civil court, a British officer or an I. C. O. will be deputed to attend the trial of the case if, for purposes of making reports under I. A. F. Z 2000, this is considered necessary. The officer should submit to the local military authorities a brief summary of the case on its completion.

When a British soldier is tried by a civil court the procedure in King's Regulations will be followed.

Before an officer is detailed to attend a trial, the commander should ascertain whether the court hearing the case is competent to dispose of it. If the trial takes place at a distance, the brigade or area commander will decide whether it is advisable for an officer to be present, and, if so, whether the officer shall be detailed from the soldier's unit, or from some other unit near the place of trial. In the latter case the O. C. the soldier's unit will forward all documents and any information that may be necessary for the use of the officer detailed to watch the case.

- 504. Reports relating to appointments.**—These reports will be submitted by letter to commands and districts, etc., copies being forwarded to the M. S., in the case of changes, temporary or permanent, in the command of brigades and higher formations and also in the case of staff appointments. Reports will not be submitted in the case of changes occasioned by casual leave except for the appointments of G. O. C.-in-C. of a command and Commander, Western (Independent) District.
- 505. Abnormal desertions and deaths.**—When an unusual number of deaths or desertions occur a special report is to be submitted with the monthly return. The report will state the causes and precautionary measures adopted to check the disease or deal with the desertions.
- 506. Register of births, marriages and deaths.**—Register of births, marriages and deaths (A. Rs. 112, 113 and 114) will be maintained as directed in K. R. para 1703, on behalf of all officers and other ranks of non-Asiatic domicile of both British and Indian services and their families serving in India. The reports and returns to be made in connection with these occurrences are laid down in I. A. F. Z 2000.
- 507. Loss of arms, ammunition and explosives.**—Reports of all cases of theft or loss of arms, ammunition or explosives, Government or private property, as detailed below will be made as directed in I. A. F. Z 2000.—
- (i) Complete firearms, including rifles or carbines issued for match shooting purposes, and revolvers maintained by officers as part of their equipment
  - (ii) Rifle barrels or bolts
  - (iii) Locks, bolts and barrels of automatic weapons
  - (iv) Explosives, including lachrymatory capsules and generators
  - (v) Gun and trench mortar ammunition and bombs
  - (vi) S. A. A., including 22 inch, and buckshot cartridges, in cases where more than five rounds are involved.
  - (vii) Blank S. A. A. where more than five hundred rounds are involved.
  - (viii) Fired cartridge cases, whether ball or blank, in cases where more than five hundred fired cases are involved.
  - (ix) Grenades, hand or rifle.

Copies of the orders of the C. F. A. for the adjustment of the loss, and in cases to which Rule 344 is applicable, of the orders for trial by court-martial or dispensing therewith, will be attached to the proceedings of the court of inquiry.

A copy of these proceedings and annexures will be submitted through the authorized channels to A. H. Q., in the case of losses covered by I. A. F. Z 2000, item 111-A.

**508. Reports of explosions and accidents.**—(i) Should an explosion, ignition or accident of an explosive nature occur in a magazine, cartridge store, or other place where Government explosives are stored [except *Ins* Ordnance Factories for which *see* paragraph (vi) below] or during the firing of a gun, mortar, machine gun or rifle, etc., or with any kind of grenade, bomb, explosive, ammunition or firework, involving severe injuries to personnel or extensive damage to material, the O. C. will notify the occurrence by telegram to the M. G. O., G. O. C-in-C, Command and the District or Independent Brigade Commander and in the case of a place in I. A. O. C. charge to the C. O. O.

(ii) In the event of an explosion, ignition or accident not involving injury to personnel or extensive damage to material, the O. C. will notify the occurrence to the A. D. O. S., Command or Independent District, and in cases where I. A. O. C. establishments are concerned also to the M. G. O. The A. D. O. S. will take such action as he may consider suitable, utilizing the services of the experts available under his control, *i.e.*, O. M. Es., I. O. Os. and/or C. C. M. As. If as a result of further investigation the A. D. O. S. considers it necessary to consult the appropriate Armaments Inspector, he should do so direct, endorsing a copy of the action to the D. of A., M. G. O. Branch, A. H. Q.

(iii) Where the explosion or accident is due to the firing or explosion of any ammunition or explosive, the whole, or recovered portions, of such ammunition must be set aside by the unit and not interfered with in any way except as may be necessary for reasons of safety. If practicable the rounds concerned, together with any gun-carriage, vehicle, etc., involved, should be left *in situ* until orders from higher authority are received. All ammunition of the same lot number, date of filling, assembly, etc., which is known or believed to be the same as that involved in the occurrence, should be set aside. If this is not practicable, owing to active service conditions, samples (about ten) of all components involved should be set aside until instructions are received from the local Ordnance authority.

(iv) Where the explosion or accident is due to causes such as the premature firing or a severe blow-back of any ammunition in a gun, mortar, machine gun or rifle, etc., an immediate enquiry will be made and a record of all particulars of the ammunition, *viz.*, name of manufacturer, lot number, date of filling etc., will be taken by the unit concerned. The weapon will also be examined by the O. M. E. or the C. C. M. A.

(v) If a court of enquiry is assembled to investigate any of the aforementioned occurrences, any necessary arrangements for the provision of expert advice to the court will be made by the Command Headquarters concerned. In the case of an accident due to ammunition or explosives or to a defect in a gun, gun-carriage, machine gun or rifle, the adviser will be D. A. D. O. S., the local O. M. E., I. O. O. or C. C. M. A., as the case may be.

These officers will not be detailed to attend the court as members or as witnesses. Should it become necessary for either the adviser or the court to consult the Inspector concerned, such references will be made through the A. D. O. S. or C. C. M. E. of Command, the D. of A. being kept in touch by means of copies of correspondence. In the event of one of these Inspectors considering it necessary to attend or be represented at the court to explain or investigate any extraordinary feature of the case, arrangements will be made by the local authorities for its adjournment for the purpose, the M. G. O. being informed.

A copy of the proceedings of the court of inquiry will be forwarded to the M. G. O. in India.

(vi) When an explosion or fire occurs in <sup>an Inspection</sup> an ordnance or clothing factory or in a magazine pertaining to an ordnance factor<sup>y</sup>, the superintendent of the factory will notify the occurrence by telegram to the M. G. O. and to the District Commander. A court of inquiry to investigate the occurrence will be convened by the Superintendent under orders of the M. G. O. If defence buildings are involved, a copy of the proceedings will be forwarded to the District Commander, who may either accept its findings or convene an independent court.

**509. Books and Publications.**—All authorized government publications, other than on secret and confidential matters, and amendments thereto will be supplied free without indent by the Manager of Publications, Delhi, on the scales laid down by the G. of I. Where a free issue is authorized and an issue in excess is desired an indent will be submitted through the authorized channels to A. H. Q. giving reasons for the excess issue.

Copies of priced publications may be obtained from the Manager of Publications, Delhi, on payment of three-fourths of the ordinary price plus packing and postage.

Non official publications, including newspapers and periodicals, required for the public service, will be obtained on payment within the budget limit under the authority of officials duly authorized by the G. of I.

**510. Military forms.**—Army or I. A. books or forms will be printed or modified only under the authority of the Secretary, Defence Dept., G. of I., and will be obtained direct on the authorized indent forms (I. A. F. Z 2002) from the Manager, Forms Press, Calcutta. The strictest economy in the use of forms will be exercised by all concerned. A complete set of the latest reprint of the forms in use in each office will be kept for reference. An annual account of numbers used will be recorded.

**511. Substitution of I. A. books and forms.**—I. A. books and forms will be used instead of Army books and forms, except where only the latter are applicable or no substituted I. A. book or form is in use.

**512. Supply of stationery.**—(i) An A. I. I. will be published annually allotting to units, formations and offices, with certain exceptions, a credit with the Controller of Stationery, Calcutta. Articles of stationery supply will only be purchased from that source.

(ii) Offices, etc., to which such an allotment is made will indent in accordance with the instructions laid down in "Rules for the use and supply of stationery stores" for their full requirements of stationery supply. These articles when supplied will be debited to their allotment. When the Controller of Stationery is unable to comply with any demand he will place the order with a civilian firm, or permit the indenting officer to purchase locally. In the latter case bills will be submitted by the supplying firm direct to the Controller of Stationery.

(iii) Units, offices, etc., to whom such an allotment is not made but to whom an allowance is admissible under P. & A. Regulations, from which articles of stationery supply may be purchased, will obtain such articles on payment indent from the Controller of Stationery and the payment will be debited to that allowance. When the Controller of Stationery permits the local purchase of stationery, the purchasing officer will forward a copy of the bill to the Controller of Stationery for scrutiny of the prices charged.

(iv) Other units and detachments not provided for will be supplied with stationery, etc., by the command, district or brigade H. Q. under which they are directly serving. For this purpose an annual allotment will be made to all command H. Qs.

(v) In cases of emergency when time does not permit of the normal procedure, the commander of a formation or unit or the head of the office concerned and heads of branches at A. H. Q. may sanction the local purchase of stationery up to the following limits:—

- (a) Heads of branches at A. H. Q. and G. Os C-in-C commands—Up to Rs. 100 on any one transaction and Rs. 250 per annum in respect of any formation, unit or office.
- (b) All others.—Up to Rs. 20 on any one transaction and Rs. 100 per annum in respect of any formation, unit or office.

In the case of units, etc., which have a monetary allotment the bills after verification and check will be sent by the sanctioning authority to the Controller of Stationery for payment. In other cases verified copies of the bills will be sent after payment to the Controller of Stationery for scrutiny.

Articles included under the heading of stationery stores are laid down in "Rules for the supply and use of stationery stores".

**513. Books of units leaving the Indian establishment.**—Before the commencement of each trooping season an I. A. O. will be issued showing how the regulations and orders peculiar to India of British

units leaving the Indian establishment will be disposed of. Three months prior to the unit's departure the books of regulations, etc., peculiar to India, of each unit, concerned will be surveyed by a regimental board to report whether the various books are complete as to numbers, in serviceable condition and, as far as can be ascertained, amended up-to-date. In cases in which the report of the board is unsatisfactory the unit will arrange to replace deficiencies and to carry out amendments. As near as possible to the date of departure a board of survey will be assembled by the brigade commander to check totals and to take over the books peculiar to India. Deficiencies will be noted and the cost recovered from the person or persons responsible. The board will be furnished by the O. C. unit with a certificate to the effect that to the best of his belief the books are complete and amended up-to-date, and that he will meet the cost of deficient amendments and the clerical labour for their insertion. The board will hand over the books to the O. C. station who will either issue them to the relieving unit or dispose of them as indicated in the I. A. O. Any amendments found to be deficient subsequently will be obtained on payment by the relieving unit and the cost recovered from the person or persons responsible.

514. **Books of units joining the Indian establishment.**—British units joining the Indian establishment will take over regulations, etc., peculiar to India except those arriving in India extra to the establishment or to which the regulations of no relieved unit are being handed over. In these cases the O. C. station where the unit is posted will submit to the Manager of Publications, Delhi, to reach him three months before the unit is due to arrive at the port of disembarkation, an indent for the necessary regulations. Similarly for every British unit joining the Indian establishment the O. C. station concerned will submit an indent to the Manager, Forms Press, Calcutta, for a year's supply of forms, the indent to be clearly marked so as to indicate the latest date by which the forms are required. In order that British units, under orders to join the Indian establishment, may become conversant with the Indian regulations applicable to them before joining A. G.'s Branch will inform the Defence Department (Central Revision Section) and G. S. Branch six months before their arrival in India what units are under orders for India. The Defence Dept. will send a set of applicable books of regulations and G. S. Branch one complete set of modifications for India to training manuals so as to reach the unit at least three months before their date of departure. Units will return these sets of regulations to the Defence Dept. (Central Revision Section) within two months of their arrival in India. All incoming units will be supplied free with the requisite number of modifications for India required to make their home training manuals applicable to India. The O. C. station will indent for these so as to ensure that the unit receives them on its arrival.

515. **Books of regulations in units.**—A list of books of regulations to be maintained by units on the Indian establishment is shown below. Books of regulations pertaining solely to a particular department to be

- Office and to ensure, in the interest of the service and of the officer himself, that the original is kept accurately and up to date, it is essential that all matters affecting an officer's service should be reported promptly and accurately on A. F. B 151 in the manner laid down in I. A. F. Z 2000.

**524. Maintenance of Records of Service, British Service.**—Duplicate A. Fs. B 199 will be maintained for British Service officers as under:—

- (i) Cavalry, R. A., R. Signals (including unseconded officers at the Staff College, Quetta), Infantry, R. T. C., R. A. M. C., colonels late R. A. M. C., and Army Dental Corps by Os. C. units.
- (ii) Adjutants of A. F. I. units by the O. C., A. F. I. unit concerned.
- (iii) R. E. by the corps commandant if serving with S. & M., by the E.-in-C., C. E. or C. R. E. under whom the officer is serving if with the M. E. S. and by the C. E. Western Command if at the Staff College, Quetta.
- (iv) R. A. V. C. and colonels late R. A. V. C. by the D. V. S.
- (v) On probation for I. A. Depts.—as for those Depts.
- (vi) A. E. C. by the A. E. C. officers at command or district H. Qs.
- (vii) If holding staff appointments by the formation commander or head of the branch concerned at A. H. Q.
- (viii) If holding seconded appointments on the staff of training and educational establishments or if seconded as students to the Staff College, Quetta, by the commandant of the establishment concerned.
- (ix) If in civil employ by the head of the dept. of the G. of I. or the local Government concerned.

When an officer on probation is transferred to the I. A. his original A. F. B 199 A will be obtained from the War Office and I. A. F. Z 2041 substituted.

**525. Disposal of records of service, British Service.**—When an officer of the British Service becomes non-effective or leaves the Indian establishment, his duplicate A. F. B 199 A will be dealt with as laid down in K. R. para. 1659, except that in the case of officers in civil employ the duplicate will be forwarded to the M. S. for disposal.

**526. Records of Service, I. A. officers.**—Records of Service of I. A. officers (other than I. M. S. and R. I. A. S. C. officers) will be maintained in original only, except in the case of officers proceeding on field service when duplicate copies will be prepared. Records of service for U. L. I. A. officers and officers of the Special List, Indian Land Forces will be prepared as soon as possible after commissions are granted by:—

- (i) Os. C. British units to which attached in the case of officers destined for Indian Cavalry, the Indian Regiment of Artillery and Indian Infantry.

- (ii) Commandant, K. G. V. O. Bengal S. & M. for officers destined for the Corps of Indian Engineers.
- (iii) Commandant, Signal Training Centre, Jubbulpore for officers destined for the I. S. C.

On posting to I. A. units these records of service will be transmitted to the O. C. unit to which posted.

For additions a return will be submitted annually in January on I. A. F. Z 2042 in accordance with I. A. F. Z 2000.

**527. Maintenance of Records of Service, I. A.—**(i) Records of Service (I. A. F. Z 2011) will be maintained for I. A. officers apart from R. I. A. S. C. and I. M. S. as under:—

- (a) Officers of I. A. services and depts. and I. A. officers on probation thereto by the head of the service or dept. or as laid down in corps and departmental regulations
- (b) All other I. A. officers by the O. C. unit.
- (ii) The Records of Service of Indian Army Officers extra-regimentally employed will be maintained by the unit or formation with which they are serving and not by the unit to which they belong.
- (iii) Records of service of I. A. officers, seconded to the Burma Defence Force or the Burma Military Police for a limited period, will be maintained by the Indian army unit to which they belong.
- (iv) On attaining the substantive rank of colonel, on being removed from the cadre of a unit, on retirement, resignation, or transfer to a civil dept for permanent civil employ I. A. F. Z 2041 will be handed over to the officer and its maintenance discontinued.
- (v) When an officer dies his record of service will be forwarded to his next of kin
- (vi) Officers of the Army in India Reserve of Officers who sever their connection with the Reserve, will be handed their Records of Service (I. A. F. Z-2041).

Records of Service, in respect of Officers of the A. I. R. O. who die while members of the A. I. R. O., will be forwarded to the next-of-kin

- (vii) When an officer proceeds on field service the duplicate copy referred to in Instructions 526 will be despatched to the 2nd Echelon

**528. Records of Service, R. I. A. S. C. officers.—**I. A. F. Z 2041 is maintained for officers of the R. I. A. S. C. and those on probation thereto as laid down in the previous instruction, except that they are kept in duplicate. The duplicate copy is maintained by the D. S. & T. the original by the officer's unit commander or as directed in Standing Orders, R. I. A. S. C.



I. A F Z 2042 for additions will be prepared annually in January in duplicate the original being filed with the original I. A. F. Z 2041, the duplicate being forwarded direct to the D. S. & T. In the circumstances stated in para. (iii) of Instruction 527, the original copy is handed over to the officer and the duplicate destroyed.

**529. Records of Service, I. M. S. and I. M. D.**—I. A. F. Z 2041 is maintained in triplicate for I. M. S. officers. They are prepared on the officer assuming his first appointment in India and submitted by the O. C. unit to the D. G., I. M. S. for signature. The original copy is thereafter maintained by the D. G., I. M. S., the record copy by the O. C. unit and the triplicate by the officer himself. While in civil employ the record copy is maintained by the civil administration officer of the province.

The maintenance of records of service of I. M. S. officers does not cease on the officer attaining the substantive rank of colonel. In the other circumstances referred to in para. (iii) of Instruction 527 the original and record copies are destroyed.

Records of service of I. M. D. personnel are prepared and maintained on I. A. F. M. 1193 in duplicate in accordance with the instructions on that form. Additions in duplicate will be prepared annually by the individual in January on I. A. F. I 1122 B one copy being submitted to the D. G., I. M. S. and the other retained by the individual.

**530. Records of service, I. U. L., civilians and temporary personnel.**—Records of service of departmental officers and other ranks of the I. U. L., civilians and temporary personnel will be kept as follows:—

- (i) Departmental officers and other ranks of the I. U. L. —
  - (a) Except for R. I. A. S. C. and I. A. O. C. in original only on I. A. F. U 1744 by the officer under whom immediately serving
  - (b) For the R. I. A. S. C. in duplicate on I. A. F. U 1744 the original for departmental officers being kept by the D. S. & T. and for other ranks by the O. i/c records concerned, the duplicate copy in all cases being maintained by the O. C. unit under whom serving.
  - (c) For the I. A. O. C. in duplicate on I. A. F. U-1744, the original for departmental officers being kept by the D. O. S. and for Other Ranks by the Officer-in-Charge, I. A. O. C. Records, the duplicate copy in all cases being maintained by the Officer-in-Charge, Establishment/O. C. Unit under whom serving.
  - (d) Additions to records of service of departmental officers only of the I. U. L. will be submitted annually in January on I. A. F. Z 2042
- (ii) Civilians and non-combatants pensionable under civil rules:—
  - (a) Those enrolled or entertained prior to 1st January 1939—In original in a service book by the officer under whom immediately serving.

No change will, however, be made in the case of personnel whose record of service is required to be kept on a sheet roll (I. A. F. K.-1156 or I. A. F. K.-1156-A).

(b) Those enrolled or entertained on or after 1st January 1939—

(1) Non-combatants . . . In duplicate on I. A. F. K. 1156-A Original by the Officer-in-charge records concerned and the record copy by the officer under whom immediately serving. (This does not apply to Indian clerks of the I. A. C. C. for whom an original I. A. F. K. 1156-A only will be maintained by the officer under whom immediately serving.)

(2) Civilians employed in the Defence Services. In original in a service book by the office under whom immediately serving. In the case of R I A S C and I A. V C., records of such personnel will be kept in duplicate in a service book, the original being kept by the officer-in-charge records concerned, and the duplicate by the officer under whom immediately serving

(iii) Non-combatants (unenrolled)—In original on I. A. F. K. 1157 by the officer under whom immediately serving.

**531. Documents of R. E. soldiers.**—The original attestations of R. E. soldiers serving in India are kept by the O. i/c. R. E. records at Chatham. Duplicate attestation papers and documents retained therewith are maintained by Os. C. detachments of H. company R. E. as detailed in the R. E. Conditions of Service (India).

**532. Documents of B. O. Rs. in R. Signals.**—The original attestations of soldiers serving in India are maintained by the O. i/c records at Chatham. The duplicate attestations and other documents are maintained by Os. C. units

**533. Documents of V. C. Os. and I. O. Rs.**—The services of V. C. Os. and I. O. Rs. are recorded on their sheet rolls (I. A. F. K. 1155) which will be maintained in duplicate. The rolls will be prepared by Os. C. units, training units or centres as the case may be

(i) The original sheet rolls will be maintained by the O. i/c. records at all times who will keep them completed and up-to-date from information furnished in the Part II orders of active units

(ii) The record copy of the sheet roll will be maintained by the unit with which the man is serving except when proceeding on active service or to a station to which personal documents are not taken. When the unit proceeds on active service or to a station to which personal documents are not taken, the record copy will be sent to the O. i/c records for custody and maintenance

(iii) In the case of a man enrolled in the S. & M., the sheet roll will be prepared and maintained in duplicate by Corps H. Q.

- (iv) In the case of a man enrolled by a training unit or centre, the sheet roll will be prepared and maintained in duplicate by the training unit or centre, but on the man being posted to an active unit, the record copy will be forwarded to the active unit.
- (v) The enrolment form will be kept with the record copy of the sheet roll and extensions of service, etc., will be entered on it
- (vi) Certificates of educational qualifications and courses passed and other certificates will also be kept with the record copy.
- (vii) Former service, if any, when allowed to count for pension, will be entered in the original and record sheet rolls in red ink on page 1 (statement of services) the authority for counting such service being given.
- (viii) On transfer to the reserve, the record sheet roll will be forwarded to the O. C. reservists of the unit to which the reservist belongs, and the certificates mentioned in para. (vi) will be handed over to the individual
- (ix) On a soldier's discharge the O. i/c records will, when he receives the record copy of the sheet roll, check it with the original and rectify any discrepancies. The original will then be handed over to the man or forwarded to him direct by the O i/c records if not previously handed over to him on transfer to the reserve. If the original sheet roll is returned as undelivered it will be retained by the O i/c records along with the record copy for twenty-five years or until delivered (see Instruction 500). If the man has died his original sheet roll will be despatched to his next of kin. This para. does not apply to Gurkha rifle regiments which are provided for separately below.
- (x) In the case of Gurkha rifle regiments, on a soldier's discharge the record and original sheet rolls will be forwarded to the appropriate record office at Kunraghat or Ghoom. The original sheet roll will then be handed over to the man together with the certificates mentioned in para. (vi) unless previously handed over to him on transfer to the reserve. In the case of a Gurkha soldier who, on being discharged, settles in British India, the original sheet roll will be handed over to the man or forwarded to him direct by the O. C. unit, together with the certificates mentioned in para. (vi). Undelivered original sheet rolls will be dealt with as in the previous para.
- (xi) The character of the man, as assessed on final discharge, will invariably be entered on the conduct sheet which is included in the sheet roll.
- (xii) The kindred roll should be maintained in duplicate from the information supplied annually as noted thereon.

It is not necessary to duplicate the register of leave and furlough, annual weapon training courses, account of estate at death or statement of weapon training courses, account of estate at death or statement of accounts on discharge. These particulars will be maintained in the record copy only

The O. i/c. records of the various units, corps or depts. are the respective officers mentioned in the third column of Appendix VIII to these Instructions. To expedite disposal all correspondence and returns intended for the O. i/c. records will be addressed to the O. i/c. records of the unit, corps or dept. concerned, instead of to the O. C.

In the case of trans-frontier personnel, who are due for final discharge, the record copy of the sheet roll will, in all cases where possible, be sent by the O. C. active battalion to the O. i/c. records for check with the original sheet roll at least two clear months before the man is due for discharge. The check will be carried out as expeditiously as possible after which both copies of the sheet roll will be sent to the O. C., active battalion. On final discharge, the original sheet roll will be handed over to the man by the O. C., active battalion, who will return the record copy of the sheet roll to the O. i/c. records for custody. Any entries that have to be made during the period both sheet rolls are with the O. C., active battalion, will be made by the O. C., active battalion on both the sheet rolls.

- 534. Documents of enrolled non-combatant personnel.**—The services of enrolled non-combatant personnel are recorded on their sheet rolls (I A. F. K 1156) in exactly the same manner as outlined in Instruction 533.

In the case of I. H. C. personnel the O. C. company in which the man is enrolled will prepare the sheet roll in triplicate forwarding the original to the O. i/c. records and maintaining the record and triplicate copies at company H. Q. On a man being attached to a hospital or formation the triplicate copy will be forwarded to the hospital or formation concerned for custody and maintenance. Copies of Part II orders of the hospital or formation concerned will be forwarded by the O. C. hospital or formation to the O. C., I. H. C. company to which the man belongs and to the O. i/c. I. H. C. records, who will maintain the copies in their possession up-to-date. On a man's final discharge the record and triplicate copies will be forwarded to the O. i/c. records for the rectification of any discrepancies on the record copy. The original will be handed over to the man together, in the case of a man discharged from the colours, with the certificates mentioned in Instruction 533 (vi). The record copy will be retained by the O. i/c. records and the triplicate copy destroyed. Undelivered original sheet rolls will be dealt with as laid down in Instruction 533 (ix).

- 535. Regimental numbers.**—A soldier of the I A. when posted or transferred to a corps will receive a regimental number in that corps. This number once allotted will not be changed or modified in any way (except in the I. H. C. on reclassification only) so long as he remains in the corps, whether with the colours or in the reserve. If he is transferred, discharged, deserts or dies, the number will not be given to any other soldier. In all documents relating to a soldier, the regimental number will precede the name. The series of numbers allotted to units and corps are set forth in Appendix VIII to these Instructions.

part of the equipment of the unit in which case while being so used they must conform to the conditions governing the operations of military stations-in every respect.

- (iv) Sets, the property of officers and serving soldiers which are intended for broadcast reception only, must be licensed by the Director-General of Posts and Telegraphs. Individuals desiring a licence for this type of set, need only obtain the permission of their C. Os.
- (v) The application for a licence to establish, maintain or work wireless apparatus does not justify the establishment of such apparatus before the licence is received.

The use of a call sign until authorized is strictly prohibited.

The term set includes wireless telegraphy and telephony whether for reception only or for reception and transmission.

**541. Applications for licences.**—Applications for licences, other than those for broadcast reception only, will be submitted by individuals in the first instance to their C. Os who will forward them through the authorized channels for transmission to the Director-General of Posts and Telegraphs, Wireless Branch, Simla, through the local government of the province in which the set is to be installed. Applications should indicate clearly the scope of licence required. In the case of sets which are the private property of a unit, the application will be made by the O. C. unit through command H. Q. and the licence will be issued to him.

**542. Official work on wireless sets.**—Military sets, namely those not requiring licences, are permitted to transmit official government correspondence authorized by competent authority, and to receive British official wireless, copies of which may be issued free of charge to each officers' and sergeants' mess, to the O. C. station and to the senior I. C. S. or political officer in the station. On no account will any telegram be accepted from the public, which includes members of the services in their private capacity.

Regular services for the transmission of authorized messages may not be established without the permission of A. H. Q.

**543. Private traffic.**—Military sets will in no case be permitted to carry private traffic. Private sets may carry private traffic provided this is included in the terms of the licence, which may entail the payment of an annual royalty to the Posts and Telegraphs Dept.

**544. Forms of Applications.**—Applications for permission to maintain and work apparatus for wireless telegraphy for military purposes will contain the following information:—

- (i) Controlling authority giving designation and address.
- (ii) Owner of apparatus giving name, designation and address.
- (iii) Place at which the apparatus is maintained.
- (iv) Area within which apparatus may be established and worked.
- (v) Official name and call signs of stations.
- (vi) Description of apparatus.

(vii) Lengths of waves in metres of the normal transmitting waves; additional waves authorized; range of waves over which apparatus is capable of transmitting; normal receiving wave; additional waves authorized; and the range of waves over which the apparatus is capable of receiving.

(viii) Stations with which communication may be carried out.

(ix) Signature of applicant, rank, appointment and date.

**545. Private wireless sets in military buildings.**—Applications for permission to instal private wireless sets in military buildings will be submitted by the C. O. to the O. C. station for approval through the G. E. concerned. Before approving any installation the O. C. station will satisfy himself that the applicant is in possession of a wireless licence, and will ascertain whether the installation involves any structural alterations to the buildings. Any wireless set employing an outside aerial will have an efficient earth, with means provided for connecting the aerial direct to earth, outside the building, when the set is not in use, or the installation will be installed to the satisfaction of the G. E., whose prior approval of the lay out will be obtained. The cost of installation and any necessary repairs after dismantling will be borne by the person in whose name the wireless set is licensed. No occupants of military buildings are entitled to a free supply of electric energy for private wireless sets or gramophones.

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561. **Escorts.**—Every officer, W. O., or N. C. O. in command of an escort will be furnished by the despatching officer with such orders in writing as the circumstances may require. An escort is responsible for the correct number, weight, and condition of the packages, but not for the contents. Escorts in charge of convicts will be provided with handcuffs and those in charge of insanes may be unarmed. Escorts in charge of explosives are forbidden to smoke.
562. **Safe custody of defence works.**—The classification of defences and the instructions for regulating admission to defence works, aircraft stations, power stations and their enclosures, the enclosures of wireless telegraphy stations and ordnance establishments and instructions regarding additions and alterations to Defence Works are laid down in Appendix V to these Instructions
563. **Safe custody of I. A. O. C. establishments, etc.**—The local military authorities are responsible generally for the safe custody of all I. A. O. C. establishments and ordnance and clothing factories in their area. Should the C. O. O. or O. O. consider the security arrangements inadequate, he will represent the matter to the local military commander, if necessary, making a reference to higher departmental authority. ~~During working hours~~ The C. O. O. or O. O. in charge will be responsible to the local commander for all internal arrangements for the security of the establishment. ~~During non-working hours, I A O C establishments, etc., will be handed over to the local military commander or his representative, that is the guard commander or head chowkidar as the case may be, who will thereafter be responsible that no person obtains admission except under the local military commander's orders. In case of fire, or other unusual occurrence, in I A O C establishments, etc., during non-working hours, the action to be taken by the guard or chowkidars, as the case may be, will be defined in their orders which will be drawn up by the local military commander in consultation, where necessary, with the C O O or O O. in charge of the establishment.~~
564. **Training of factory personnel for defence duties.**—For the defence of factories, all civilian gazetted and non-gazetted officers serving in them excluding the clerical establishment, but including those of the inspection section located within the factories, who are not members of the A. F. I., will fire an annual weapon training course of twenty rounds per rifle. The rifles which are held by factories for defence purposes will be utilized for this training.
- In those factories where factory personnel, including those of the inspection section, are detailed for manning the maxims allotted for factory defence, the necessary number of civilian gazetted and non-gazetted officers up to a maximum of five men per gun, will fire the annual course laid down from time to time for such guns. Personnel firing that course will not, in addition, fire the annual weapon training course of twenty rounds.

Instruction in aiming and firing will be given by the members of the I. A. O. C. or of the A. F. I., serving in the factories and the inspection section. Where no regular or A. F. I. personnel is available, the local military authorities will arrange for the supply of a N. C. O. instructor.

### DUTIES IN AID OF CIVIL POWER.

**565. Liaison officer.**—To ensure that the military authorities immediately concerned have the earliest possible opportunity of gauging the probable requirements of the situation, the military commander on receipt of a warning by the civil authorities that troops may be required in aid of the civil power will despatch a military liaison officer to get into personal touch with the civil authority in the affected area. The liaison officer will furnish reports regarding the situation.

Until the services of the troops are no longer required by the civil authorities he will maintain close touch with the local civil and police authorities, and with the O. C. troops employed. He will be under the orders of the O. C. troops during the presence of the latter at the scene of action, if that officer is senior to him. Alternatively should the liaison officer be the senior he will automatically be in military command unless specially ordered to the contrary by the officer who detailed him, but, if it can be so arranged, it is preferable that the liaison officer shall be of such rank that he will not have to take command of the troops.

On the withdrawal of the troops, or if it is decided that they need not be called out, the liaison officer will submit a written report to the officer who detailed him. The report will comprise a brief narrative of events and a brief summary of his observations and his appreciation of the cause of the trouble. The liaison officer will remain in the disturbed area until ordered to regain his unit. The report will be submitted to A. H. Q. through the authorized channels.

**566. Firing on an unlawful assembly.**—When the O. C. troops is required by a magistrate under the Code of Criminal Procedure section 130, or decides that it is necessary under section 131, to disperse an assembly by force, he will, before taking action, adopt the most effective measures possible to explain to the people concerned that the fire of the troops will be effective. If it be found necessary to open fire he will personally order such minimum number of files to fire as he considers the circumstances of the case demand. Care will be taken not to fire on persons separated from the crowd, nor over the heads of the latter. The firing will be carried out with steadiness and be stopped the moment it becomes unnecessary. Firing with blank ammunition is forbidden. Full instructions are laid down in M. I. M. L., Chapter VII.

**567. Report of demand for troops.**—When military assistance is called for by the civil authorities, the officer responsible for sending troops in aid of the civil power will report immediately by telegram to the



561. **Escorts.**—Every officer, W. O., or N. C. O. in command of an escort will be furnished by the despatching officer with such orders in writing as the circumstances may require. An escort is responsible for the correct number, weight, and condition of the packages, but not for the contents. Escorts in charge of convicts will be provided with handcuffs and those in charge of insanes may be unarmed. Escorts in charge of explosives are forbidden to smoke.

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Until the services of the troops are no longer required by the civil authorities he will maintain close touch with the local civil and police authorities, and with the O. C. troops employed. He will be under the orders of the O. C. troops during the presence of the latter at the scene of action, if that officer is senior to him. Alternatively should the liaison officer be the senior he will automatically be in military command unless specially ordered to the contrary by the officer who detailed him, but, if it can be so arranged, it is preferable that the liaison officer shall be of such rank that he will not have to take command of the troops.

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Until the services of the troops are no longer required by the civil authorities he will maintain close touch with the local civil and police authorities, and with the O. C. troops employed. He will be under the orders of the O. C. troops during the presence of the latter at the scene of action, if that officer is senior to him. Alternatively should the liaison officer be the senior he will automatically be in military command unless specially ordered to the contrary by the officer who detailed him, but, if it can be so arranged, it is preferable that the liaison officer shall be of such rank that he will not have to take command of the troops.

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C. G. S. in accordance with I. A. F. Z 2000, item 112. A further telegraphic report will be submitted on the withdrawal of troops called out in aid of the civil power in accordance with item 112 A.

568. **Embodiment and discipline A. F. I.**—The rules regarding the calling out, embodiment and discipline of the A. F. I. are contained in Regulations for the A. F. I.

### BARRACK DUTIES.

569. **Taking over barracks.**—Prior to the arrival of a unit at a new station, an officer of the unit will take over the buildings, fixtures and furniture, room by room from the officer of the M. E. S., or P. W. D. in charge, or his representatives. Fixtures and furniture will be checked with their respective lists and ledgers, each of which will be signed by both parties concerned, any objections being recorded therein on the spot.
570. **Handing over barracks.**—When military buildings are vacated, they will be handed over room by room with all fixtures and furniture by the O. C. unit or local head of a dept., or by an experienced officer deputed to represent either of these officers to an officer of the M. E. S. or P. W. D. or his representative, who will assess damages.
571. **Unoccupied barracks.**—Units will become the tenants of lines from the date they are taken over. Ordinarily the custody of unoccupied lines or buildings devolves on the M. E. S. or the P. W. D., but the custody of any vacant portion of barracks or lines in occupation of a unit will devolve on the unit, provided that, in the opinion of the O. C. station, the strength of the unit is sufficient to warrant that duty being undertaken. If the O. C. station decides that the unit is unable to undertake the duty, the custody of the vacant portion of the barracks or lines will devolve on the M. E. S. or the P. W. D.
572. **Transfers of station fixtures.**—Transfers of private property between units will, except in the case of station fixtures of British units, be mutually arranged. Station fixtures of British units will be valued by a station board consisting of the local M. E. S. officer, a representative from each of the units concerned, and a senior officer not belonging to either, who will preside. Their valuation statement will be submitted to the O. C. station who will state whether he accepts it, and will send a copy to each unit. Any dispute regarding the transfer of private property will be referred to the O. C. station or if the latter is an interested party, to the brigade commander whose decision will be final. If the direct transfer of station fixtures of British units is impracticable they will be valued, properly secured and handed over, with a list to the local M. E. S. officer.
573. **Distribution of furniture.**—The O. C. unit or local head of a dept. is responsible for the distribution of the furniture handed over by the M. E. S. or the P. W. D.

574. Barrack inspections and damages.—The construction and the maintenance of all public buildings, occupied by the Army devolves on the M. E. S. or P. W. D. except when otherwise laid down in Regulations for the M. E. S. For the purposes of assessing damages and in order to arrange for the execution of repairs, all public buildings, fixtures, and furniture will be inspected quarterly by the officer in whose charge they are, or his representative in company with the officer of the M. E. S., or P. W. D. in charge, or his representative. Glass will not be replaced at the public expense as a matter of course on the grounds of storm, that the persons who did the damage are unknown, or that they are persons from whom the occupant cannot recover the cost. Should however, the M. E. S. or the P. W. D. officer concerned concur with the officer requisitioning for the repair that the cost of replacing glass broken in any particular case is not fairly chargeable to the troops, the cost may be charged to the State on a requisition on which should appear a certificate to that effect, signed by them both, and giving the reasons. The furniture ledger of each party will be compared, and, when the adjustment of discrepancies is completed, will be signed by both parties. Furniture will not be removed from the buildings for the inspection. Damages or losses assessed against occupants will be charged as far as possible to individuals and termed personal charges. Accounts not traceable to individuals will be classed as general charges and shared among the occupants. The amounts assessed as personal charges and general charges against each company or equivalent unit, will be published in unit orders. In the case of appeal the matter will be submitted to the brigade commander for decision. Pending orders on an appeal the amount assessed will be paid by the occupants as soon as repairs have been completed, except when a unit is leaving the station before the repairs can be executed, in which case the unit should be called upon to pay the assessed amount before leaving.

Demands for repairs will be made on the local M. E. S. officer by the O. C. unit of local head of the service or dept as follows:—

- (i) Urgent repairs on I. A. F. W 1817. These demands will be confined to the maintenance of essential services, for example water, electric, cooking, sanitary, etc., and to such repairs as are essential to avoid danger to the safety or the health of the occupants of buildings.
- (ii) Ordinary repairs on I. A. F. W 1833 at intervals not more frequent than once a month. The requisition for the month in which a quarterly inspection occurs will include items noted at that inspection. Normally the details on I. A. F. W 1833 will be entered by the M. E. S. from the Demand Register (I. A. F. W 1805) which is maintained by units, etc.

The items of furniture in charge of units and depts will be verified annually on or about the 31st March by the officers who make the

**581. General Precautions.**—The general precautions against outbreaks of fire which are to be observed and which will form the basis of local fire orders are enumerated below. Local fire orders will be hung up in every guard and store room, issued down to the commander of every platoon and equivalent unit and, in I. A. units, communicated to all ranks at least once a quarter.

### PRECAUTIONS

- (i) Fires are not permitted in the vicinity of, nor in, any government building, except in authorized fireplaces, stoves or braziers
- (ii) No fires or lights, except those authorized for hospitals and guard-rooms, are allowed between lights out and reveille.
- (iii) All fires will be swept out before unoccupied rooms are closed for the night. The raking out of a fire on to the hearthstone is to be avoided. Towards the time of lights out all fires will be allowed to die down.
- (iv) Those responsible for the closing of unoccupied rooms or buildings in which fires or lights have been used will ensure before closing them that there is no risk of an outbreak of fire occurring.
- (v) Smoking in a storeroom or any place where dry grass, straw or combustible material is lying about, is forbidden.
- (vi) Care will be exercised to avoid risk of fire when oil stoves or lamps are in use.
- (vii) If a chimney catches fire, the fuel will be raked out at once and precautions taken to stop a draught.
- (viii) Fireworks or bonfires in barracks of camps are prohibited.
- (ix) Empty packing cases or inflammable material will not be stacked against the outer walls of building or enclosures.
- (x) *No tent, screen or cooking place will be allowed within one hundred yards of a thatched or wooden building and charcoal braziers when in use will be protected by wicker frames.*
- (xi) Roofs and walls of cookhouses will be kept clear of soot, and chimneys swept by the M. E. S. once a month.
- (xii) Petrol, kerosene, or other mineral oil or empty tins will never be stored in a building containing a mechanical vehicle.
- (xiii) Replenishment of fuel tanks of mechanical vehicles will only be made in the open air, and at a distance of not less than ten yards from any shed or building, and at a safe distance from any naked lights. Petrol tanks will remain closed and petrol taps turned off while the vehicle is in a building.
- (xiv) Smoking is prohibited within a garage or motor shed.
- (xv) The greatest care will be taken to prevent the leakage of petrol, kerosene, and other mineral oils and frequent examinations will be made to ensure that no leakage is taking place.

- (xvi) Petrol fires will be extinguished by the use of chemical fire extinguishers and/or by smothering with sand or earth. On a fire breaking out attempts to extinguish it and the removal of all petrol in the immediate vicinity of the flames will be conducted simultaneously. If the fire is being fed from a leak in a petrol pipe or tank the supply of petrol should, if possible, be cut off, or the vehicle moved with the object of preventing the petrol from the leak feeding the flames. Attempts should at the same time be made to beat out the flame near the leak with a coat or anything suitable so as to sever the flames from the leak. If a petrol fire has become too fierce to be extinguished and if there is a supply of petrol which is either feeding the flames or liable to do so, all doors and windows should be closed and every aperture which will admit air should be blocked with wet mud or rags.
- (xvii) Mechanical vehicles should be garaged with their brakes off to enable their immediate removal.
- (xviii) If a mechanical vehicle catches fire, and it is not possible to move it away, all other vehicles in the vicinity should be drawn away from the burning vehicle.
- (xix) Chemical fire extinguishers will be inspected at least once a month and will be kept filled and ready for any emergency.
- (xx) Unauthorised persons will not interfere with electric, gas or water supply systems in military buildings, nor will fuse wires be replaced except by authorised personnel.

**582. Inflammable oils.**—In all stations where inflammable oils are to be kept or where the quantity is to be increased, a board, with M E S. officers on it when practicable, will be assembled to decide upon the location of the store, the quantity of oil which may be kept therein and the regulations under which it may be issued. The board will be guided by the provisions of the petroleum acts in force and by the statutory rules and regulations issued by the G. of I. and will conform to them as far as circumstances allow.

In framing these instructions the board will ensure that the oil is not stored where men can have access to it at night or where it is near magazines or store houses and that the hours of issue are only by daylight so that the utmost precautions are used to avoid danger from fire.

The O. C. station will issue orders that lights are at no time to be taken into the oil store, that a box of sand or dry earth is placed outside it in case of fire and that water for the extinguishing of the fire is not to be used.

**583. Fire appliances.**—Fire engines will be kept near a quarterguard, the key of the building being hung up in the guard room. Engines will be kept clean and the hose properly dubbed. Each engine and hydrant will be tested monthly. The whole of the hose will be attached to the engine or stand pipe and tested and hydrant boxes examined and cleaned. Hand pumps will be kept in a prominent position beside the building with a group of fire buckets filled with water.



**584. Courts of inquiry on fires.**—A court of inquiry will be assembled whenever a fire, explosion or similar occurrence, involving the destruction of public property, takes place and will ascertain:—

- (i) The origin of the fire.
- (ii) By whom it was discovered
- (iii) The action taken by the person making the discovery.
- (iv) To whom the fire was first reported by the person making the discovery.
- (v) The length of time between the discovery of the fire and the sounding of the alarm.
- (vi) The name of the officer in command of the fire arrangements.
- (vii) The length of time after the alarm before the appliances were at work and a jet or jets playing on the fire.
- (viii) Whether the fire piquet turned out in sufficient numbers and with promptitude.
- (ix) Whether there was any failure as regards water supply or the working of the fire appliances.
- (x) The action taken to warn the local fire brigade of the outbreak.
- (xi) The length of time between the warning of the local fire brigade and its arrival.
- (xii) The extent of the assistance given locally or by the local fire brigade.
- (xiii) The period from the alarm until the outbreak was extinguished.
- (xiv) The extent of damage done to persons, buildings and contents of buildings.
- (xv) The responsibility for the outbreak of the fire.

An estimate furnished by the C. R. E. or his representative of the cost of any structural repairs rendered necessary by the fire will be attached to the proceedings.

Regarding courts of inquiry on fires in ordnance and clothing factories, see Instruction 508 (vi).

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### DUTIES IN CANTONMENTS.

**589. Administration in cantonments.**—Cantonments are administered under the Cantonments Act 1924 (Act No 11 of 1924) and the rules framed under that Act.

**590. Station boards.**—Where considered necessary, a board of officers will be assembled, under the orders of the O. C. station to submit recommendations regarding the siting of proposed buildings or aerodromes, the allotment, acquisition or disposal of land, and the scale of hot weather establishments and appliances, to take over new or reconstructed buildings from the M E S or the P W D as the case may be and hand them over to the units or depts concerned and to furnish reports on such other matters as may be directed.

A station board will consist of a selected field officer as president and one or more members who will normally be officers of the departments or services concerned but who may, at the discretion of the officer convening the board, be warrant or senior N C Os belonging to the departments or services concerned provided they possess the necessary technical knowledge. Should the president be a departmental officer, a regimental officer may be detailed as a member. Whenever possible the D A D H should be detailed as the medical member.

In order to meet security requirements and to economise troops, full consideration should be given to the following when drawing up plans for the layout and construction of new military installations:—

- (i) The selection of the site in relation to the location of troops and the local internal security scheme.
- (ii) The layout of buildings with a view to defence either individually or mutually.

A degree of dispersion may not only be necessary but is desirable in view of the potentialities of air attacks in future.

Any layout, however, which savours of "ribbon development" is to be avoided, as it adds very considerably to the difficulties of defence.

- (iii) The inclusion in the original construction of any defensive posts required. To add these later is both expensive and in many cases difficult.
- (iv) The security of supply of electric power and water.

When sites for aerodromes are to be selected in cantonments, officers of the R. A. F. and officers to represent both the G. S. and the Q. M. G.'s branches of the district staff will be detailed to join the board. Sites outside cantonments will be selected by the A. O. C. or his representative in conjunction with the staff officers mentioned and a M. E. S. officer.

In cases where the matter is not considered to be of sufficient importance to warrant the assembly of a board, the written opinion of the O. C. unit or local head of the dept. concerned will be submitted. When a dept. or service, other than that primarily interested, is concerned the remarks of the head of that dept. or service should also be obtained.

All sites will be selected and demarcated in accordance with Regulations for the M. E. S.

**591. Responsibility for sanitation.**—Os. C. stations are responsible for the sanitary condition of all buildings and lands in the cantonment which are in military occupation and of lands reserved for use by any dept. of the Army or the R. A. F. and will take all measures necessary for the preservation of the health of those under their command. See K. R. para. 78

**592. Distribution of conservancy duties.**—The military authorities are responsible for conservancy arrangements within the lines of all British and Indian troops and non-combatants. The responsibility of the cantonment authorities is limited to services required to be performed outside those areas.

The military authorities are therefore responsible for:—

- (i) Conservancy arrangements in the barracks of British and Indian troops and other military buildings and offices maintained from the defence services estimates



- 607. Admission to civil hospitals.**—In the case of an officer or his family being admitted to a civil hospital the authorized medical officer will certify that such admission is necessary.
- 608. Inoculation and vaccination of officers newly arriving in India.**—When an officer joins a unit in India on first appointment from the U. K., the O. C. unit will report the arrival to the O. C. military hospital, without delay, in order that the officer concerned may be inoculated against the enteric group of diseases and vaccinated against smallpox at the earliest possible opportunity, if these precautions are considered necessary and if he is willing to undergo them.
- 609. Medical history sheets.**—The medical history sheets of B. O. Rs. will be kept in unit charge. Medical history sheets of all Indian troops and non-combatants will be kept in the Indian military hospital concerned, or in the medical inspection room if such exists and if more convenient. The entries in those sheets regarding transfers, arrivals, discharges, etc., will, however, be made by the O. C. unit or corps, only the medical entries being made by the hospital authorities. When intimation is received by his unit that a man has been admitted to hospital, his medical history sheet, if in unit charge, will be forwarded by the O. C. unit to the O. C. hospital.
- 610. Sick reports of British and Indian troops.**—Particulars of soldiers reporting sick will be entered on a sick report (A. F. B 256) when they parade for examination by the officer in medical charge of their unit. Normally sick parades will be in the early morning. Local arrangements will be made regarding the examination of men who report sick later in the day.

The following entries will be made in sick reports.—

- (i) Medicine and duty, that is—treatment and return to duty.
- (ii) Attend, that is—attendance for treatment with such duties as may be recommended.
- (iii) Detained, that is—detained in hospital up to forty-eight hours.
- (iv) Hospital, that is—admitted into hospital.
- (v) Duty, that is—reported sick unnecessarily.

Where necessary detained patients will be admitted into hospital under the orders of the O. C. hospital.

- 611. Articles allowed to soldiers in hospital.**—The items of clothing and necessities to be taken by British and Indian soldiers when admitted as patients to hospital are shown in Clothing Regulations, India. Indian soldiers will also take with them their *lotas*.

No soldier, British or Indian, will have money or valuables in his possession other than the sums provided for in the note below F. R. I. Part II, para. 117 (v).

British soldiers will, if able to do so, shave themselves. The hair cutting and shaving of helpless patients will be arranged by the O. C. hospital.

- 612. Soldiers in hospital placed under arrest.**—If a soldier in hospital is placed under arrest and the medical officer does not dispose of the offence the crime report and a statement of evidence will be sent to the O. C. unit concerned.
- 613. Report of injuries.**—When an officer, other rank or non-combatant is maimed or injured, other than in action, a report (A. F. B 117) will be sent to the O. C. unit as soon as possible after the date on which the patient has been placed on the sick list whether in quarters or in hospital.
- 614. Report of disability other than injury.**—When an officer, other rank or non-combatant contracts a disability not due to injury, which ends either fatally or in a proposal for invaliding, a report will be completed in accordance with the instructions contained on the back of I. A. P. M 1231.
- 615. Sickness caused by an offence, misconduct or imprudence.**—When a B. O. R. or a person subject to the I. A. A. has been admitted to hospital on account of sickness believed to have been caused by an offence under the A. A. or I. A. A. respectively, the O. C. unit will make a preliminary inquiry into the case and acquaint the medical officer with the result in order that the latter may give or refuse the certificate referred to in A. A. section 138 (2) or I. A. A. section 50 (2) (c). The medical officer will attend the subsequent investigation of the offence whether before a court-martial or the O. C. unit, and give evidence in substantiation of the facts contained in his certificate. The certificate alone is not sufficient. When a person subject to the I. A. A. is admitted to hospital on account of sickness caused by his own misconduct or imprudence, the medical officer will furnish the certificate referred to in I. A. A. section 50 (2) (cc).
- 616. Medical inspection on arrival at or departure from a station.**—B. O. Rs., I. O. Rs. and non-combatants will be medically inspected on their arrival at, and departure from, a station, whether they have come from or are proceeding to the U. K., overseas, or another station in India. A. F. B 256, duly filled in, will be brought by units, the medical officer entering his remarks and signing it. I. A. P. M 1191 will be issued when units and drafts from overseas are medically examined on arrival at their stations in India.
- 617. Nursing orderlies, British.**—The units required to maintain nursing orderlies, and the minimum number to be maintained in each unit, will be notified by the A. G.

All trained nursing orderlies of units allotted to internal security roles will, if and when required, be placed at the disposal of the D. M. S. under orders to be issued from A. H. Q. They will be recallable to their units.

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**SANITARIA.**

- 633. General.**—A sanitarium includes only that portion of a station which is set apart for the accommodation of convalescents. An officer will be detailed to command the sanitarium. The distribution of accommodation at a sanitarium is made by the district commander in whose area it is situated in communication, where necessary, with other district commanders.
- 634. Duties of commandants.**—The commandant of a sanitarium is responsible for discipline and interior economy. He will introduce no change in any regimental system that may be in force among the men and will keep O. S. units informed of all casualties and other matters affecting them. He will train and exercise such men as are medically fit.
- 635. Temporary duty.**—The Brigade commander will detail officers of the British Service, not belonging to the regimental staff, for duty at sanatoria during the summer months. An officer of the R. E. will not be detailed without the sanction of the district commander. Applications will be submitted by the first of January annually. Any N. C. O. and men required for temporary duties will be detailed by the brigade commander. N. C. O. serving at sanatoria should not hold more than one appointment.
- 636. N. C. O. and buglers.**—Every party proceeding to a sanitarium will be accompanied by a due proportion of N. C. O. and buglers, whether invalids or otherwise. The number of N. C. O. will not be less than one sergeant, one corporal and one lance-corporal to forty-four privates.
- 637. Retention of men.**—Soldiers sent to a sanitarium on account of ill-health are, if not in hospital, to be considered as attending hospital. The retention of men at sanatoria beyond one season on medical grounds will require the approval of the brigade commander. Men who become fit for duty may, under the orders of the brigade commander, rejoin their units and be replaced by others from the platoon.
- 638. Sanitarium sergeants' messes.**—The monthly subscription to the sergeants' mess at a sanitarium will be fourteen annas for unmarried, and seven annas for married members.

### ECOLESIASTICAL.

**639. Church Services.**—(i) The orders regarding divine service contained in the King's Regulations are applicable to British troops and Indian Christians when climatic conditions permit.

The weekly parade service will be the morning service, the most suitable hour for which will be fixed by the station commander in communication with the various chaplains and ministers

(ii) During seasons of the year when climatic conditions are severe, district commanders may authorise station commanders in consultation with chaplains and ministers concerned to suspend compulsory church parades, but this does not imply the suspension of compulsory attendance at church either for officers or other ranks.

(iii) When compulsory church parades are suspended under sub-para. (ii), attendance of all ranks at church will be by a "clocking-in" system, and should normally be based on a similar scale of attendances to that adopted at compulsory church parades during normal weather conditions.

Attendance at any service held will count towards the number prescribed under the scale ordered.

(iv) All ranks will wear uniform when attending a parade service, except when under sub-para. (ii) and (iii), such attendance is in excess of those prescribed according to the scale ordered

In these cases, and at all other services at any time, plain clothes may be worn by officers and by other ranks entitled to do so.

(v) At parade services —

(a) All church parties will carry side arms

(b) Church parties of 25 men or under of any one unit need not carry rifles

(c) Church parties of over 25 men of any one unit will carry rifles as follows —

Up to the strength of a platoon or its equivalent all will carry rifles.

Over the strength of a platoon ten per cent only need carry rifles as long as in no case will this be less than one platoon or its equivalent

The above is the minimum to be carried, but district or independent brigade commanders may, at their discretion increase, the above percentages should local conditions, in their opinion, make this advisable.

(vi) The orders regarding chaplains and religious instruction contained in King's Regulations are applicable

(vii) Every encouragement and facility will be given to soldiers who wish to attend the Holy Communion and the station commander may excuse men certified by the chaplain as present at early celebration





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**648. Safeguarding of arms.**—Os. C. British units are responsible that all arm racks are firmly secured to the wall or to the floor of the barrack room and that whenever a rifle is in an arm rack of a type which does not automatically secure the bolt from being removed, the bolt is locked up in the kit box of the owner of the rifle.

**649. Shooting rules, B. O. Rs.**—The rules relating to game shooting by British soldiers and to the grant of shooting passes are laid down in the pamphlet under that title. The action required by Rule 2 of the pamphlet will be carried out invariably every half year.

**650. Possession of private arms.**—Personnel of the Army in India, are allowed to possess private arms, in accordance with the following instructions, which are based on the authority of the Indian Arms Act.

The attention of all ranks in I. A. units will be drawn to the instructions applicable to them in a similar manner to the instructions contained in Instruction 385.

**651. General provisions.**—The Indian Arms Act provides that any person disposing of arms, which he possesses for his own private use, to any other person not entitled by law to possess the same, is liable to be punished with imprisonment, which may extend to seven years, or with a fine, or with both.

If any person wishes to dispose of arms and ammunition either by private sale, public auction or otherwise, he will ascertain that the prospective purchaser is a person entitled by law to possess them and is not a person who is, by any enactment for the time being in force, prohibited from possessing them. Except when the purchaser is a person entitled to possess arms or ammunition under the Indian Arms Act, Section 27, the vendor will without unnecessary delay give to the magistrate of the district or to the O. i/c. of the nearest police station notice of the sale and of the purchaser's name and address.

In the case of an individual under the rank of an officer, the procedure will be conducted through the O. C. unit concerned.

Failure to comply with these instructions renders the vendor liable to be punished with imprisonment, which may extend to three years, or with a fine, or with both.

The arms which an officer or soldier is allowed to possess will not be of a class superior to that of the arm in use in the regular Army nor will it include weapons, the import of which is prohibited under the Indian Arms Rules, 1924, Rule 7, Clause (a), nor ammunition which can be fired from the same. No licence will be granted for the possession of rifles, pistols and revolvers, specified in that clause unless such weapons have been lawfully imported into British India. The private arms registers of all units will be checked annually by the station commander. Copies, together with a certificate that licences exist for all arms shown thereon, will be sent annually to the district magistrate.

**652. Officers.**—Officers, other than V. C. Os., of the regular and auxiliary forces are allowed to possess firearms for the purpose of sport provided that before their purchase they take out a licence, on payment of fees for the possession of such weapons unless otherwise exempt.

**653. V. C. Os. and W. Os.**—V. C. Os. and Indian W. Os. whether on the active list or retired and in receipt as such of a pension, if granted a licence to carry or possess arms and ammunition for their personal use, are exempt from the payment of any fee for such a licence, in Form XVI, of Schedule VIII to the Indian Arms Rules, 1924.

If such an officer or W. O. wishes to carry these arms and ammunition on a journey outside the area covered by the licence, he must obtain a licence in Form XX of that Schedule on payment of the prescribed fee.

**654. British soldiers.**—A British soldier of good character is allowed to possess firearms, not including pistols and revolvers, for purposes of sport, but a licence, which will be granted free of all fees, must be obtained prior to the purchase or possession of these arms. Applications for the grant of licences will be made to the local licensing authority through the O. C. unit.

Firearms purchased by British soldiers will be inspected by the armourer sergeant or armament artificer, and passed by the O. C. unit. A register will be kept of all arms, in which will be recorded description, sales and other disposals.

Private arms maintained for sporting purposes will be inspected monthly by the armourer sergeant or armament artificer. In cases where British W. Os., N. C. Os. and men do not live in unit lines, the possession of private revolvers or pistols may be sanctioned by competent authority for self-protection. Licences for these arms must be obtained from the civil authorities. The private arms of soldiers who are not on the strength of a unit, will be entered on the register of a unit appointed by the station commander.

**655. Swords of V. C. Os. and W. Os.**—A pass or licence is not required for the regimental swords of V. C. Os. and W. Os. proceeding on leave or furlough if permission to carry them is entered on the furlough certificate.

**656. Purchase of arms by V. C. Os. and I. O. Rs.**—A V. C. O. or I. O. R. will not purchase arms or ammunition unless he has been furnished by his C. O. or head of dept. with a written permit specifying, in the case of arms, the period for which it is valid, and, in the case of ammunition, the amount purchasable on the occasion of each individual purchase, unless the arms and ammunition are purchased from a person entitled under the Indian Arms Act, 1878 (XI of 1878), and Indian Arms Rules, 1924, to possess or sell arms or ammunition, and unless the arms and ammunition so purchased by him and the arms and ammunition already possessed by him do not exceed the numbers authorized by these instructions.

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### INVENTIONS AND PATENTS.

**682. New pattern of military stores.**—All inventors suggesting new patterns of military stores or alterations to them, are in the first instance, to refer them through the authorized channels to A. H. Q. In no case will the trial of any invention be authorized without first obtaining necessary sanction. This does not apply to articles of equipment of S. & M. corps, which are made up locally by these corps.

**683. Grants of patents.**—(i) No officer or other rank of the regular forces and no civilian or other person employed in the Defence Services of the G. of I. is permitted to apply for, or obtain, a patent, except in the manner laid down in these instructions.

(ii) Officers and others subject to military law who wish to take out a patent in the U. K. will obtain the permission of the Army Council in the manner laid down in K. R. All applications for British patents should in the first instance be forwarded to the Government of India (Defence Department) through the usual channels. If it is decided by the Government of India that all the benefits of the invention and of any patents to be obtained for the said invention in Great Britain, should be assigned to the Central Government, subject to such conditions as may be deemed fit, the Government of India will take steps to patent the invention in Great Britain on behalf of the Central Government, and will bear all expenses incurred at Home in connection with the securing of the patent.

In other cases, the papers will be sent to the commander of the District or Independent Area in which the inventor is serving, who will forward them direct to the War Office. In such cases the cost of obtaining British patents will not be borne by the Central Government.

(iii) Should permission to apply for, or obtain, a patent be granted it will be subject to these instructions from which there will be no appeal by the applicant.

(iv) An inventor who desires to take out a patent in India will first obtain the permission of the O. C. unit or head of dept., to apply to the Patent Office, 1, Council House Street, Calcutta. An application for permission will be submitted on the form prescribed in para.

(v) which contains the conditions on which such permission is granted. At this stage the inventor will not be required to give more than the title of his invention. The application may be submitted direct to the inventor's C. O. or head of dept., who will ensure that the application and all subsequent action thereon are dealt with confidentially thereby safeguarding not only the inventor's interests but also those of the G. of I.

(vi) In order that the inventor may not be prejudiced in any way by delay in applying to the Patent Office, O. C. units and heads of depts. are authorized to approve of applications made in the form prescribed unless they have reason to doubt that the applicant is the true inventor.

(vii) The following is the form of application. It is to be prepared locally and will be signed and approved before application to the Patent Office is made. It will be made out in triplicate by the inventor and sent to the O. C. unit or head of dept. for approval. The O. C. unit or head of department, will sign the three copies, send one copy to the Secretary, Defence Dept., G. of I. and return the other copies to the inventor. The inventor will then enclose one copy with his application to the Patent Office.

Address

Date

I hereby request permission to apply at the Patent Office (India) for a patent for an invention of (quote title of invention)

on the following conditions —

- (i) Within forty-eight hours of the despatch by me to the Patent Office of my application, I will forward a copy of the application and of the specification accompanying the application, to the Secretary, Defence Dept., G. of I. through my C. O. or head of my dept.
- (ii) I will, if so ordered, withdraw my application for a patent.
- (iii) I will, if so ordered, assign to the Governor General, on behalf of the G. of I. as may be required, the benefit of the invention and any patent that may be granted, or enter into such agreement for its use by the G. of I. or its contractors as may be directed by the Governor General.
- (iv) I will not assign or deal with the invention or patent, or grant any licences or rights to the use of it, to any one except with the previous authority of the Governor General, or under the terms of my agreement, if any, with the Governor General.



- (v) I fully understand that the terms of payment, if any, for the assignment of the invention or patent to the Governor General, or for its use by the G. of I., will be decided by the Governor General and that regard will be paid to any facilities in originating, working out, and perfecting the invention which I may have enjoyed by reason of my official position, and that all payments will be made subject to the approval of the G. of I.
- (vi) I will not apply for a patent in any foreign country, or in any British colony or dependency, without the authority of the Governor General.

Signature

Rank.

Approved.

I have informed the inventor that he may apply for an Indian patent for his invention and have furnished him with two copies of this agreement.

Signature

Rank

Date

684. Applications from persons not employed in the Defence Services for the adoption of their inventions in the Defence Services.—Applications from persons not employed in the Defence Services, submitting inventions for the consideration of the G. of I. will be in the form of a letter addressed to the Secretary, Defence Dept., G. of I., through the M. G. O.

The letter of application should contain the following:—

- (i) The nature of the invention with sufficient particulars to enable its merit to be considered, and evidence of the usefulness of the invention obtained by actual previous experiment.
- (ii) Drawings, models or samples should accompany the letter or be sent separately at the same time. If models or samples are too bulky to send with the letter, information should be given as to the time and place where they can be inspected.
- (iii) Acceptance by the inventor that all designs, plans, drawings, samples or papers are submitted at the inventor's risk, and no responsibility for damage is incurred by the Defence Department.
- (iv) A statement whether the inventor has acquired a patent under the Indian Patents and Designs Act, 1911, or whether application has been made for a patent under that Act

- (v) The remuneration or terms the inventor proposes to ask should the G. of I. desire to acquire exclusive use of the invention or to acquire unrestricted use of the invention, but also allowing the inventor a free hand to let others use it. If no remuneration is desired the fact should be stated.

Should the G. of I. consider it desirable to try out an invention the inventor will, as a general rule, be required to bear the expense of the provision of the article, its carriage, fitting up and removal, but the question whether such expenses will, in special cases, be finally borne by the G. of I. or by the inventor will be decided by the Governor General according to the circumstances of the case. The G. of I. reserve the right to retain for future reference any designs, plans, drawings, models, samples or papers forming an essential part of the description of the invention which may be forwarded, but if the inventor desires their return, the G. of I. will not refuse it unless they think there is good reason for doing so. It is desirable, however, that the inventor should keep copies. Should the invention be adopted for the Defence Services, terms for its use will be fixed by subsequent agreement and such terms will include the supply of two copies of all designs, drawings, patterns and particulars relating to the invention which may be considered necessary by the G. of I. It is to be understood that all such designs, drawings, patterns and particulars will be absolutely at the disposal of the G. of I. for all purposes whatever, and that reasonable prices only will be paid to cover the cost of their draughting and manufacture. No claim for remuneration for an invention will be held to be established unless the invention has been adopted. All claims for remuneration will be carefully considered, but any award which may be made will only be payable to the claimant when approved by the G. of I.

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### TATTOOS, PAGEANTS, ETC.

- 695. Details**—When applying for sanction full details will be given of the nature of the display, the number of performances, the troops taking part and the time required for their training rehearsals. In addition, when admission is charged proposals will be submitted for the disposal of profits and the charities which should benefit.
- 696. Insurance**.—Insurance policies will be approved and sanction will be accorded, or promulgated when the sanction of H. E. the C-in-C. is required, to the holding of displays in which military personnel are to participate, by the district commander of the area within which it is proposed the display shall take place. Such approval, together with details as to the guarantees, will be communicated by the organizing committee to units invited to take part, who will in turn obtain sanction of their district commander before agreeing to participate.
- 697. Injuries**.—In the event of an injury being sustained by British or Indian troops while engaged in tattoos or similar events or during rehearsals the organizing committee will be informed immediately in order that they may have the opportunity of notifying the insurance company concerned of a potential claim.
- 698. Participation by bandsmen, etc.**—Bandsmen, trumpeters, buglers, drummers and pipers fulfilling private engagements other than those covered by Rule 430, do so at their own risk. They will be warned

that in the event of injury they are not entitled to the benefits of the British or Indian Workmen's Compensation Act and that the chances of their having a claim under the Indian Fatal Accidents Act, XIII of 1885 or at common law, are remote. Band committees of units cannot therefore be held to be legally liable to any claim in that respect.

### MISCELLANEOUS.

- 699. Thursday holiday.**—Thursday will be observed as a holiday as far as possible. Squadron, company, etc. training may, but weapon training not be suspended.
- 699-A. General and communal holidays.**—In granting communal and other holidays to military units and formations, G. Os C-in-C. commands and commanders of districts will be guided by the practice observed by the local Government concerned.
- 700. British attached sections.**—British attached sections will be formed when and where required by the O. C. station, to accommodate and administer men coming from other stations for vocational training courses, extra-regimental employment, medical or dental treatment, etc.
- 701. Mess and personal orderlies.**—The number of mess and personal orderlies allowed in I. A. units is laid down in Peace Establishments. Orderlies will never be employed in a menial capacity.
- 702. Moves of British soldiers' families.**—When a British soldier on the married roll, or a widower finally leaves India, all members of his family in the country, will accompany him. When, for special reasons, it is desired to leave any member of the family behind, the sanction of the G. of I. will be applied for, through the A. G. This will only be granted when it is satisfactorily proved that the individual will not become a burden on the State.
- 703. Misconduct of a British soldier's wife.**—Applications for the removal of a soldier's wife from a unit for misconduct will be submitted on I. A. F. D. 917 for the orders of the district commander.
- 704. Army language teachers.**—Annual reports on the work of Army language teachers will be submitted to the C. G. S. in January by their C. Os. The report will show the number of officers and other ranks instructed in Urdu and the number who have qualified in examinations during the year under review. The district education officer will add, to the C. O.'s report, a report on the teachers' instructional ability.
- 705. Duties of Army language teachers.**—Their first duty is to teach Urdu to officers after which they may teach Urdu to B. O. Rs. and English to V. C. Os. and I. O. Rs. provided their duties in teaching officers

permit of it. If time permits they may also instruct civilians and give private instruction to B. O. Rs. They are also required to act as interpreters when warned to attend for duty by the officers under whom they are serving. The duty of teaching Urdu to officers will be carried out on payment and by private arrangement.

**706. Discipline and terms of service of Army language teachers.**—For purposes of discipline Army language teachers are subject to the provisions of Rule 363. The terms of service of Army Language teachers are contained in "Conditions of Service for Civilians paid from Defence Services Estimates" and in Government orders issued from time to time.

**707. Regimental bazaars.**—No person unconnected with the provision of supplies to the troops, and no moneylender will be allowed to reside in a regimental bazaar. The maintenance of houses in the bazaar, other than those on the books of the M. E. S or P W D., devolves on the residents.

**708. Indian music in cantonments.**—Indian music, tomtoms, etc., may be played within the lines of units with the permission of the C. O. until ten P.M. Any extension of these hours requires the sanction of the O. C. station.

**709. Females in barracks or lines.**—The O. C. unit is responsible that no females other than those mentioned below are permitted to reside in, or are employed in the buildings or areas comprising the barracks or lines occupied by the unit under his command or otherwise under his control:—

- (i) Officers' families and visitors thereto.
- (ii) Authorized married establishments and visitors thereto
- (iii) Persons entitled to be housed by the State and visitors thereto.
- (iv) Persons authorized to be employed in such buildings or areas.
- (v) Private servants of the above
- (vi) Sweepers employed exclusively on conservancy duties in the lines of Indian troops and non-combatants.

The O. C. unit is responsible that unauthorised persons are excluded from the buildings or area under his control and particularly that no women of known loose or immoral character are employed, or are permitted to enter therein. In a British unit private servants are only allowed to officers, W Os and staff sergeants and married N. C. Os and men.

**710. Medical examination of menial servants.**—All menial servants and establishments employed with troops, sanitarium, hospitals and government dairies which supply their produce to troops will be medically examined before they are employed and periodically thereafter, at least once annually, and those suffering from organic disease will be rejected or discharged. All menial servants and employed persons will be given passes (I A F Z 2032) the holders of which will frequently be identified to ensure that unexamined men have not been substituted.

**711. Employment and hire of transport.**—The rules regarding the use and hiring out of government M. T. are contained in Mechanical Vehicle Regulations, India. Supply and Transport Regulations, India, contains the rules for the use of Animal Transport. The rates are published in A. Is. I. from time to time.

**712. Military landing grounds.**—Instructions regarding landing grounds are contained in Appendix VI to these Instructions.

**713. Naming or re-naming of military barracks, lines and roads.**—Barracks and lines will only be named or re-named after famous military commanders or important battles. In no case should lines be named after local military commanders of lower status than that of G. O. C.-in-C. during the tenure of their appointments.

The authority for naming or re-naming lines will rest with the G. Os. C.-in-C., commands and the Commander, Western (Independent) District.

The naming or re-naming of military roads is left to the discretion of the local cantonment authorities.

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**CHAPTER X.—STORES AND SUPPLIES, CASH AND FUNDS.****INDENTS.**

**718. Preparation of indents.**—Indenting officers are responsible that requirements are foreseen as far as possible, that indents are submitted on the due date, and that they are framed with economy and with regard to the requirements of the service. An ordinary indent is one that is provided for by regulations. An emergent indent is one that is submitted for authorised stores on other than the prescribed dates or for unauthorized stores.

An emergent indent is only to be submitted when stores are urgently required, and, in the case of authorized stores will be submitted to the brigade or district commander for countersignature with an explanation of its necessity. In the case of unauthorized stores action will be taken under E. R. I., Part I, para. 71A. Indents will be submitted on the proper form in accordance with the prescribed nomenclature and will contain all action necessary to facilitate compliance. Indents will be signed by the indenting officer except as laid down in E. R. I., Part I. Indents on medical store depots for medical stores required by medical hospitals will be countersigned by the A. D. M. S. concerned. Indents on medical store depots for veterinary stores required by veterinary hospitals will be countersigned by the D. A. D. V. S. of the district or the D. D. V. S. or A. D. V. S. of the command concerned.

**719. Delay in compliance.**—Indents will be complied with without delay, but if delay is probable, the supplying officer will inform the indenting officer accordingly and will explain the reason. If the indenting officer considers that the delay will affect the efficiency of his unit, he will bring it to the notice of higher authority. Delays which appear unreasonable will be brought to notice at once. Indents will not be returned for errors in nomenclature unless there is doubt as to the stores required.

**720. Telegraphic demands.**—Telegraphic demands may be made in cases of exceptional urgency, but an indent with a post copy of the telegram will follow through the authorized channels, except in respect of demands on the medical stores depots where the procedure laid down in Regulations for the Medical Services of the Army in India will apply.

**721. Payment indents.**—Payment indents will be submitted in accordance with instructions laid down in —

- (i) E. R. I., Part I, for ordnance stores.
- (ii) Clothing Regulations, India, for clothing stores.
- (iii) Rules 494 to 496-A for R. I. A. S. C. stores.
- (iv) Regulations for the Medical Services of the Army in India for medical stores.



## STORES.

722. **Surplus or obsolete stores.**—Os. i/c. stores will guard against the accumulation of obsolete stores or stores surplus to the authorized proportions.

723. **Disposal of repairable and condemned stores.**—When stores in unit charge are repairable, they will be repaired by unit artificers. When stores considered unserviceable or beyond the power of the unit to repair are ordered to be returned to the dept. of supply, they will be surveyed departmentally. If the defects are due to fair wear and tear, they will be repaired or disposed of otherwise. If due to any other cause, the action prescribed in F. R. I. for dealing with loss or damage will be followed.

724. **Writing off losses.**—Stores lost, damaged, destroyed or deficient will be written off on a loss statement in accordance with F. R. I. Stores including packing materials periodically condemned as worn out by fair wear and tear will be written off on I. A. F. Z 2096.

725. **Disposal of departmental stores.**—Unless orders to the contrary are received, stores left behind by a unit moving will be disposed of as follows:—

- (i) *Ordnance and R. I. A. S. C. stores.*—The C. O. will prepare a list on I. A. F. Z 2098 and forward it to the C. M. A. concerned. If the C. O. does not hand over personally to his successor a copy will be given to the officer temporarily assuming charge, who will give it to the relieving officer in exchange for a transfer certificate. If the unit is not relieved, the stores will be returned to the supplying dept. on issue vouchers, copies of which will be sent to the C. M. A. concerned.
- (ii) *M. E. S. Stores.*—These will be handed over to the garrison engineer.
- (iii) *Medical stores.*—Field equipment will be returned to the medical stores depot.
- (iv) *School stores.*—Where the unit commander does not hand over directly to his successor, a list will be prepared in manuscript and action taken as in para. (i).

*Disposal of mixed metals containing platinum.*—Mixed metals containing platinum available for disposal with units and Ordnance Establishments of the Defence Services will be disposed of as follows:—

1. *Action by Units and Ordnance Establishments.*—(a) Articles such as vessels and wire will be broken up. Foreign metal will, as far as possible, be removed.
- (b) Accumulations will be despatched by registered and insured post, on regular vouchers, to the Chief Ordnance Officer, the Arsenal, Kirkee, direct as and when they become available in units and ordnance establishments.

2. *Action by the Chief Ordnance Officer, Kirkee Arsenal.*—The Chief Ordnance Officer, Kirkee Arsenal, will after removing, as far as possible, any foreign metal, pack the accumulations in one consignment and forward it to the Ordnance Officer, Bombay Depot, to reach him by 1st March annually.

3. *Action by the Ordnance, Bombay.*—The Ordnance Officer, Bombay, will forward the consignment to the D. G., I S. D., London, on regular vouchers for sale by the first available troopship after receipt from Chief Ordnance Officer, Kirkee Arsenal

Sale proceeds will be credited to the Indian Defence Services Budget."

726. Blankets, barrack and hospital, which are in use, will be disinfected twice a year.

Before return to the supplying department all textile articles of used clothing and of equipment of men and animals as also other articles specially mentioned in Subsidiary Regulations will, so far as local facilities and time permit, be disinfected and a certificate indicating whether the articles have been disinfected or not, invariably enclosed on the accompanying vouchers

For the scale of fuel allowed for these purposes, see Scales of Rations and supplies issued by the R. I A S C.

727. *Packing material.*—The procedure for accounting for and dealing with R I A. S. C. packing material in charge of units is contained in Supply and Transport Regulations, India. Orders for the disposal of ordnance packing material are contained in E. R I., Part I

## SUPPLIES.

728. *Scales and weights with units.*—Os C. units will have all scales and weights on their charge tested annually with the standard scales and weights maintained at the nearest supply depôt, and will keep a suitable record of such tests

Scales and weights found to be inaccurate should be returned to the arsenal on which the unit is dependent for repair and adjustment in accordance with the procedure laid down in E R I., Part I Minor adjustments will be carried out locally.

729. *Maintenance of supplies and disposal of surplus.*—To minimise loss due to deterioration of articles of R I A S C. supplies while in unit charge, Os C. will utilize the services of supply officers as necessary to assist units in stocktaking and to advise on the storage.

on the cover of each book. All books will be kept under lock and key. The forms will invariably be used in the order in which they are machine numbered. Each form when issued will be stamped with the office seal of the office of issue. On completion of a book, the officer responsible will endorse on the cover a certificate to the effect that the number of the counterfoils is correct. Indents for books will be restricted to annual requirements.

When a change in charge takes place, the relieving officer will satisfy himself that the balance of the books in hand and the number of unused forms is correct.

- 741. Preparation of Station Order Forms.**—Each correction or alteration in totals on a station order form will be attested and dated by the officer signing the form. No document containing an erasure can be accepted by a treasury for payment

### REGIMENTAL FUNDS.

- 742. Examination of regimental fund accounts.**—The regimental fund accounts of every unit will be examined at least once a month by the C. O. who will record the result of his examination in the account book concerned

- 743. Loans in I. A. units.**—Os C I A. units may, in exceptional circumstances and at their discretion, grant advances from regimental funds to V. C. Os. and I. O. Rs. In such cases Os. C units will protect themselves by drawing up agreements regarding the amount of the loan date and month of repayment and interest, if any, to be recovered, and also the names of the individual, or individuals, belonging to the same unit who are standing security for the loan. These agreements will be signed by the individual obtaining the loan and by those standing security

- 744. Investment of regimental funds.**—Shares of the Imperial Bank of India purchased from regimental funds of units will be registered in two names, namely, the personal name of the C. O. and the next senior officer of the unit. The share certificates will be deposited in an authorised bank to be held to the credit of the regimental fund account with that bank. Both the officers will jointly sign an order on the bank directing that all dividends should be paid into the regimental fund account. In order to provide against any difficulty and inconvenience which might arise on the transfer, etc., of the officers concerned, blank transfer deeds should be signed by both officers and duly witnessed. These will be deposited in the bank with the original share certificates.

- 745. Quarterly audit boards.**—If any unit is unable to provide the number of officers required, the O. C. station, or the district commander in the case of a station where there are no regular troops, will detail one or more officers, preferably from the same branch of the service, for the duty.

In small units at outstations where there are not three officers, the district commander will use his own discretion as to the number of officers to sit on the board.

**746.** In carrying out the duties of the quarterly audit board, the board will satisfy themselves that:—

- (i) The accounts are arithmetically correct and have been kept in accordance with the rules.
- (ii) All receipts and disbursements are supported by vouchers and the disbursements, having due regard to the objects of each fund, are generally speaking legitimate and reasonable. Any disbursement which is excessive or extravagant will be brought to notice.
- (iii) All authorized or fixed contributions to the various funds have been duly credited in whole to those funds.
- (iv) Liabilities are not omitted from the balance sheets
- (v) Assets are not over-estimated, and funds are invested in strict accordance with rule.
- (vi) Cash credits are actually available.
- (vii) The rules regarding the banking of regimental funds have been complied with.
- (viii) The balances of all regimental funds are correct.

The president of the board will sign and date each account examined, whether public or regimental.

**747.** The proceedings of the board will be prepared in duplicate, and the board will certify therein that all rules and instructions bearing upon their duties have been carried out. Any action necessary with reference to the findings of the board will be taken under orders of the C. O. The original copy of the proceedings, with an indication of the action taken or proposed, will be forwarded to the district or brigade commander. The duplicate copy will be filed for production at the annual inspection of the unit.

**748. Disposal of regimental funds on a unit's disbandment.**—Recommendations for the disposal of regimental funds will be submitted to Army Headquarters

Absolutely private funds maintained entirely by voluntary subscriptions from officers or men, which have received no assistance in any way from Government, should not be included. A separate statement of accounts of such funds, together with the recommendations of the officer commanding as to the disposal of any credit balances remaining after the accounts have been balanced, will also be submitted to Army Headquarters

In the case of one fund showing a credit balance and another a debtor balance in the same unit, only the net credit would be taken for disposal

on the cover of each book. All books will be kept under lock and key. The forms will invariably be used in the order in which they are machine numbered. Each form when issued will be stamped with the office seal of the office of issue. On completion of a book, the officer responsible will endorse on the cover a certificate to the effect that the number of the counterfoils is correct. Indents for books will be restricted to annual requirements.

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**CHAPTER XI.—DRESS, MEDALS AND CEREMONIAL.****DRESS.**

753. **General instructions.**—Orders for dress and equipment of officers and soldiers of the British Service are prescribed in K. R. Orders for dress for the I. A. will conform, due regard being paid to the special patterns of clothing or equipment authorized in Dress Regulations, India, and Clothing Regulations, India.
754. **Uniform and plain clothes.**—All ranks will be in possession of uniform at all times and it will be worn on duty. Plain clothes may, however, be worn on such occasions as may be sanctioned by superior authority. No officer, or other rank, is required to wear uniform when calling at the India Office.
755. **Fancy dress, other ranks.**—Other ranks attending fancy dress entertainments may wear fancy dress or regulation uniform but not a combination of the two. Permission to wear fancy dress at entertainments outside barracks may be granted at the discretion of the O. C. station.
756. **Dress at civil courts.**—Officers and soldiers attending a civil court on duty will wear uniform with swords or side arms.
757. **The kirpan.**—In units in which Sikhs are authorized to wear the kirpan, it will be worn on all ceremonial occasions and on other occasions at the discretion of the O. C. unit. Uniformity within the unit will be maintained as regards the method of wearing the kirpan both in uniform and in plain clothes.

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**MEDALS.**

758. **General instructions.**—Instructions regarding the wearing of ribbons and medals are contained in K. R., and in Dress Regulations, India. Medals and decorations should, whenever possible, be presented to the recipient on parade with befitting ceremony.
759. **Permission to wear medal ribbons.**—When the grant of a medal has been notified and the medal rolls submitted to the Medal Section, district commanders may authorize all ranks whose names are entered in the rolls to wear the ribbon.
760. **Applications for honours, awards and medals.**—Recommendations for the grant of honours and awards will be submitted to the A. G. in accordance with I. A. F. Z 2000. Recommendations for the grant of Royal Humane Society awards will be submitted to the Secretary,



Home Dept., G. of I. in accordance with I. A. F. Z 2000. Instructions regarding submission of claims for war and commemorative medals will be contained in the A. I. I. published at the time.

- 761. Disposal of medals of discharged men.**—Gold and silver medals of discharged men will be sent to them by Os. C. units by registered and insured post, and bronze medals by registered post.
- 762. Replacement of medals.**—Applications from officers for the replacement of lost medals will be submitted to the Assistant-in-Charge, Medal Section, New Delhi, by the O. C. unit or head of the dept. concerned. In the case of all others, evidence regarding the loss will be taken by the O. C. squadron or equivalent unit, and the proceedings countersigned by the O. C. unit who will record his opinion as to whether the loss occurred when the soldier was on duty and from causes entirely beyond his control or by accident, or whether the medals were made away with wilfully.

When a person who has ceased to serve in the Army loses a medal, the circumstances of the loss will be investigated by the officer under whom he is employed, if he is still in government service, otherwise by the nearest civil officer. The investigating officer will forward the result of his investigation with his opinion as to the degree of blame attaching to the claimant, to the O. C. unit to which the person belonged when the medal was granted, who will verify the claim and dispose of it. The circumstances attending the loss of a medal by the person who has not served in the Army will be investigated by the nearest civil officer, who will forward the application with an accurate description of the medal and clasp to the Assistant-in-Charge, Medal Section, New Delhi.

Applications will be submitted on A. F. B 177 with the original record of evidence, to the Assistant-in-Charge, Medal Section, New Delhi. In cases where there is no evidence as to loss except such as may be furnished by the soldier himself the O. C. unit or head of the dept. concerned will take the man's character into consideration in recording his opinion.

As it is necessary to safeguard medals falling into unauthorized hands, it is seldom that medals can be replaced at government expense. Such replacement can only be justified when the loss is entirely due to unavoidable circumstances. Loss by theft, or on account of loss of baggage while travelling will not justify replacement at the expense of the State.

In the case where it is decided that the medal should be replaced at the expense of the individual or the unit concerned out of non-governmental funds, the officer forwarding the application will ascertain from the Assistant-in-Charge, Medal Section, Defence Department, New Delhi, the cost of the medal and arrange for the required sum to be deposited in the nearest Civil Treasury for the credit to the Controller of Military Accounts, Eastern Command, Meerut. The original treasury receipt will be forwarded to the Assistant-in-Charge, Medal Section, Defence Department, New Delhi.

with the application for replacement, and he will, after verification of the claim, send the treasury receipt with a forwarding memorandum to the Controller of Military Accounts, Eastern Command, Meerut, for adjustment in his account.

Care will be taken that the number, rank, and spelling are exactly the same as on the original medal roll.

A commanding officer or other officer concerned will not countenance any attempt to replace lost war medals, etc., except under the procedure outlined in this Instruction.

**763. Disposal of unclaimed medals.**—Forfeited and unclaimed medals will after one year be returned direct to the War Office, or the Assistant-in-Charge, Medal Section, New Delhi, according to whether the medal was issued by the War Office or the G. of I.

**764. The Order of British India.**—Os. C. units may submit annually on I. A. F. Y. 1920 the names of three V. C. Os. for admission to the Order and the names of any members of Second Class who are recommended for promotion.

Rolls of the members of the Order will be maintained by the A. G. in India to whom all casualties will be reported.

Applications for forfeiture of the Order in the case of members subject to the Indian Army Act will be submitted through military channels and in the case of those not subject to the Indian Army Act by the convicting authority, through the local military authorities, to His Excellency the Commander-in-Chief who will submit his recommendations to His Excellency the Viceroy. Applications for the restoration of an award will be submitted in the same manner as those for forfeiture.

On appointment of a member to the First Class of the Order the insignia of the Second Class will be withdrawn from him and he will be presented with the insignia of the First Class. The insignia of the Second Class will then be returned to the Assistant-in-Charge, Medal Section, Defence Department, New Delhi. The insignia will be withdrawn from a member on his removal from the rolls of the Order for offences specified in R. A. I. Rule 531 and returned to the Assistant-in-Charge, Medal Section, Defence Department, New Delhi.

**765. Indian Order of Merit.**—Recommendations for appointment to the Second Class or the First Class of the Order will be forwarded to His Excellency the Commander-in-Chief in India, accompanied by a report specifying the act of gallantry for which the individual is recommended. Recommendations approved by His Excellency the Commander-in-Chief will be submitted to His Excellency the Viceroy for approval.

A record in each case of the particular act of gallantry for which the Order has been conferred will be kept in the office of the Secretary



For the artillery salutes authorized see the annual supplement to the I. A. List.

	Chief entitled to			Where furnished.	When furnished.
	21 19 17 guns.	15 13 11 guns.	9 guns.		
(1) Guard of honour at point of entry and departure or at residence, as convenient.	One hundred Indian infantry with a subadar, two jemadars, band and regimental colour.	Fifty Indian infantry under a V. C. O.	...	For chiefs with salutes of 21 and 19 guns—at all military stations; for those with salutes of less than 19 guns—at presidency towns, and at any military station where it is usual to detail guards, or escorts or both, to attend on such chiefs.	(1) and (2) arrival and departure on a visit other than private or to attend social gathering or public amusements; also when attending a state ceremony, to which he has been officially invited; (3) and (4) during residence; (3) may be increased for security.
(2) Escort to and from residence, if available.	Two N. C. Os and twelve sowars.	One N. C. O. and eight sowars.	One N. C. O. and three sowars.		
(3) Guard on residence.	Two N. C. Os and twelve sepoys.	One N. C. O. and six sepoys.			
(4) Escort when the chief goes out, if available.	One N. C. O. and three sowars.		Two sowars.		

Where V. C. Os. are not available to command the guards referred to in item 1 of the above table, Indian warrant officers will take their place.

**773. Guards saluting.**—Guards and sentries will pay compliments as prescribed in K. R., but guards mounted over the residence of H. E. the C-in-C or a G. O. C-in-C. within his own command, will pay no compliments to persons of lesser degree. When such guards are visited by officers on duty they will turn out to them with sloped arms.

Guards mounted over the residence of H. E. the Governor General will not turn out to armed corps or armed parties. A sentry mounted over the residence of H. E. the Governor General will present arms to armed corps, and will slope arms to armed as well as to unarmed parties. The Governor General's bodyguard is an armed corps within the meaning of K. R., para. 938.

**774. Compliments to political officers.**—The chief commissioner of the Andaman and Nicobar Islands, and officers of the F. & P. Dept. who rank in the table of precedence above colonels are, within the limits of their jurisdiction entitled to receive from guards and sentries the compliments prescribed for a general officer in uniform. Other officers of the political dept will, under similar circumstances, be paid the compliments due to a field officer.

**775. Guards for civil officials.**—The provision, strength and composition of guards furnished on the residences of Governors, Chief Commissioners, Residents and other government officials, and of escorts to accompany them when touring, will normally be decided by the Governor General, except in the case of Residents, where the deciding authority will be the Crown Representative in consultation with the Governor General.

**771. Guards of honour.**—Except as provided in Instruction 772, the instructions in K. R. are, with the following additions, applicable to India:—

(a) A guard of honour composed as in K. R. paragraph 934 (a) will attend on H. E. the Governor General, and at State ceremonials. A similar guard of honour will attend on Governors when taking up or relinquishing their appointments, when holding durbars and when present officially at public civil ceremonies at military stations within the limits of their jurisdiction

(b) A guard of honour composed as in K. R. paragraph 934 (a) but with the regimental instead of the King's Colour will attend:—

(i) Governors and First Class Residents when present officially at a State ceremony of the Central Government, on such occasions as that Government may direct.

(ii) H. E. the C.-in-C. on official visits.

(iii) First Class Residents including Agents to the Governor General, as ordered by A. H. Q. on the recommendations of the Political Department.

(c) A guard of honour composed as in K. R. paragraph 935 will attend:—

(i) Governors when present officially at military stations outside the limits of their jurisdiction.

(ii) G. Os. C.-in-C. commands on official visits within their commands.

(iii) First Class Residents including Agents to the Governor General and the Chief Commissioner, Andaman and Nicobar Islands, when taking up and relinquishing their appointments, when holding durbars and when present officially at public civil ceremonies at military stations within the limits of their jurisdiction.

(d) In the absence of special instructions, or where the full compliance with such instructions is impracticable the military commander will decide whether guards of honour will consist of British or Indian troops. In the latter case the captain may be replaced by a subedar and the subalterns by jemadars, except that an Indian guard of honour attending the personages mentioned in K. R. (1935) paragraph 934 (a) (i), will be commanded by a K. C. O. or an I. C. O.

**772. Guard of honour for Indian Chiefs.**—Guards of honour, etc., as in the table below will, on requisition by the civil or political authorities, be detailed to attend on Indian chiefs.

The guard of honour and all guards at the station visited will pay an Indian chief the compliments prescribed for a general officer in uniform.

For the artillery salutes authorized see the annual supplement to the I. A. List.

	Chief entitled to			Where furnished	When furnished.
	21 19 17 guns.	15 13 11 guns.	9 guns.		
(1) Guard of honour at point of entry and departure or at residence, as convenient.	One hundred Indian infantry with a subadar, two jemadars, band and regimental colour.	Fifty Indian infantry under a V. C. O.	...	For chiefs with salutes of 21 and 19 guns—at all military stations; for those with salutes of less than 19 guns—at presidency towns, and at any military station where it is usual to detail guards, or escorts or both, to attend on such chiefs.	(1) and (2) on arrival and departure on a visit other than private or to attend social gatherings or public amusements; also when attending a state ceremony, to which he has been officially invited; (3) and (4) during residence; (3) may be increased for security.
(2) Escort to and from residence, if available.	Two N. C. Os. and twelve sowars.	One N. C. O. and eight sowars.	One N. C. O. and three sowars.		
(3) Guard on residence.	Two N. C. Os. and twelve sepoys.	One N. C. O. and six sepoys.			
(4) Escort when the chief goes out, if available.	One N. C. O. and three sowars.		Two sowars.		

Where V. C. Os. are not available to command the guards referred to in item 1 of the above table, Indian warrant officers will take their place.

**773. Guards saluting.**—Guards and sentries will pay compliments as prescribed in K. R., but guards mounted over the residence of H. E. the C.-in-C. or a G. O. C.-in-C. within his own command, will pay no compliments to persons of lesser degree. When such guards are visited by officers on duty they will turn out to them with sloped arms.

Guards mounted over the residence of H. E. the Governor General will not turn out to armed corps or armed parties. A sentry mounted over the residence of H. E. the Governor General will present arms to armed corps and will slope arms to armed as well as to unarmed parties. The Governor General's bodyguard is an armed corps within the meaning of K. R., para. 938.

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**775. Guards for civil officials.**—The provision, strength and composition of guards furnished on the residences of Governors, Chief Commissioners, Residents and other government officials and of escorts to accompany them when touring will normally be decided by the Governor General, except in the case of Residents, where the deciding authority will be the Crown Representative in consultation with the Governor General.

In cases of emergency, or where time does not permit of a reference being made to the authorities specified, the provision, strength and composition of guards and escorts will be decided by the district or independent brigade commander concerned in direct communication with the civil authorities.

Military escorts will only accompany civil officials on tour when the political situation renders this necessary. The civil authorities will decide whether the provision of an escort is necessary, and the local military authorities will decide the strength and composition of such escorts.

**776. The Royal Standard.**—The Royal Standard, being the personal flag of the Sovereign, will be hoisted on official buildings, forts, enclosures, or on parade, only when H. M. the King is present personally in the building, fort, enclosure, or on parade, except when a parade is held in honour of the birthday of the Sovereign. On such occasions the Royal Standard, if authorized, will be flown as prescribed in the Manual of Ceremonial, 1935.

The Union Jack will be flown for any member of the Royal Family not entitled to a personal standard or to the use of a standard

**777. H. E. the Governor General's flag.**—The flag of H. E. the Governor General is the Union Jack, having in its centre the Star of India surmounted by the Imperial Crown.

**778. Flag stations.**—The Union Jack will be flown daily at A H Q. 457/IV/43 Instruction 778—line 5.

After the word "factories," insert "and H. Q., Prisoner of War Groups and Camps."

rized in E. R. 17

Case No. 10453/A.G. XI.

**779. Civil officers entitled to fly flags.**—A list of civil officers who are entitled to fly flags is given below. They may obtain the flags from the nearest arsenal on submission of a payment demand:—

No.	Name of official.	Flag flown.	Size.
	Their Excellencies the Governors of Presidencies and Provinces.	Union Jack	21' x 10½'
	All Residents, Agents to the Governor General, Political Agents, Political officers and such civil officers who perform political duties and are authorized to do so.	Do.	21' x 10½' 12' x 6' or 6' x 3' as authorized.
	Agents to the Governor General, Political Agents, Political officers and such civil officers who perform political duties and are authorized to do so.	Union Jack	12' x 6'

No.	Name of official.	Flag flown.	Size.
4	High Courts, Chief Courts and Judicial Commissioner's Courts.	Union Jack .	12' x 6'
5	The Chief Commissioner, Delhi and the Chief Commissioner, Andaman and Nicobar Islands.	Do. .	6' x 3'
6	Commissioners of divisions, Deputy Commissioners or Collectors when not exercising political functions.	Do. .	6' x 3'
7	Members of the Board of Revenue, Madras .	Do. .	6' x 3'
8	Courts of District and Sessions Judges, when the flying of the flag has been authorized by the local government.	Do. .	6' x 3'

Officials entitled to fly the large sized flag may demand 6' x 3' size for use in high winds.

**780. Honours and salutes on parades.**—The instructions in K. R. under this head are applicable to India. The honours and salutes due to H. E. the Governor General will also be accorded to governors of presidencies and provinces, who, subject to the exceptions given below, will be considered as representing H. M. the King Emperor on all official occasions, including official arrivals and departures, levees, state balls, formal investitures, receptions of and visits to ruling princes and chiefs, other formal visits and receptions and durbars, within their own presidencies or provinces, and on any other occasions which a governor may hold to be an official occasion on which he is representing the Sovereign. The exceptions are that firstly, the Royal Salute will not be given, nor will the National Anthem be played for a governor when H. E. the Governor General is in the same station as the governors and secondly, at the Proclamation Day and King's Birthday Parades, the governor will not take the salute, since the National Anthem and Royal Salute are then given for the Proclamation and King Emperor.

A general salute will be given to the Residents in Hyderabad and Mysore, the Residents for Rajputana, Central India, the States of Western India and the Punjab States and the Agent to the Governor General in Baluchistan when all the troops on the parade which they attend belong to their administrative area. This will not apply to the Proclamation Day parade or to the parade held on the occasion of the anniversary of H. M. the King Emperor's Birthday.

**781. Ceremonial parades.**—The procedure to be observed on the occasion of the anniversary of H. M. the King Emperor's Birthday and on the Proclamation Day parade is laid down in the Manual of Ceremonial, 1935.



**782. Artillery salutes.**—The general rules laid down in K. R. regarding artillery salutes will be observed in India. The artillery salutes authorized to be fired at military stations in India are detailed in the annual supplement to the I. A. List.

**783. Artillery salutes when fired.**—As a rule salutes will not be fired before eight A.M. nor after retreat. From the 15th April to 14th October salutes will not be fired in the plains between eight A.M. and five P.M. unless specially ordered. Salutes will not be fired on Sundays, Christmas Day or Good Friday, except to foreign ships of war. In the event of any person entitled to a salute arriving or departing on a Sunday, Christmas Day or Good Friday, or during non-saluting hours on week days, the salute will be fired at the first opportunity within saluting hours.

**783-A. Ceremonial Salutes.**—When artillery salutes are fired, the interval between rounds will not be less than ten seconds.

In the case of muzzle loading ordnance, no gun will be re-loaded within one minute from the time of firing. If there are less than nine guns in the saluting battery, the interval between rounds will be lengthened from the normal of ten seconds sufficiently to allow of this restriction on loading being observed. The order to re-load will not be given until one minute after firing of the last round.

## FUNERALS.

**784. Military funerals in India.**—(a) A military funeral will be accorded to British personnel of both British and Indian services, who die while serving in India, provided that troops are stationed within reasonable distance of the burial ground.

The rules in K. R. relating to military funerals will be followed in India when not at variance with the instructions given below.

(b) A military funeral will be accorded to a military officer who dies when in civil employ, at the discretion of the O. C. station, and provided the distance to the burial ground, climate conditions and demands of training render the attendance of troops practicable.

**785. British personnel of the R. I. N.**—Military funerals will be accorded in India on application from the naval authorities and provided troops are available to British officers and British sailors and ratings of the R. I. N., who at the time of death were on the R. I. N. and were serving with the R. I. N.

786. **Officers of foreign powers.**—A naval or military officer of a foreign power will be accorded a military funeral, if so desired.
787. **High civil officials.**—On the occasion of the death, while holding office of a governor of a presidency or province, or other high civil functionary entitled to an artillery salute, the troops present in the station will line the road to the cemetery and all officers on duty will attend. The firing of minute guns on these occasions will be confined to the H. Q. of the local government or administration concerned, and the number of guns will be limited to the number to which the deceased was entitled as a salute when living.
788. **Gun carriages.**—A gun carriage may, at the discretion of the O. C. station, be supplied when no suitable conveyance for the coffin of the deceased officer is procurable.
789. **Roman Catholics.**—At stations where a R. C. priest draws an allowance from the State he will read the burial service over every deceased R. C. soldier, unless excused from doing so by the canon law of the R. C. Church. Where there is no R. C. priest paid by the State, the C. of E. chaplain will, if requested, bury the deceased with the rites of the C. of E., unless he died unbaptized, even by lay baptism, ex-communicated by the major ex-communication, or is declared to be *felo de se* but no C. of E. chaplain can be called upon to bury a R. C. to whom his own church has refused burial. When a R. C. priest, or a government chaplain refuses to bury a deceased R. C. soldier, the C. of E. burial service will be read over the body by an officer of the unit to which the deceased belonged, and the circumstances will be reported to the G. of I.
790. **Indian Chiefs.**—When the funeral of an Indian Prince or Chief passes through a military station, if required, a guard of honour will be supplied and minute guns fired equivalent to the number to which he was entitled when living and the Union Jack in the station will be flown at half mast during the firing of the guns.
791. **K. C. I. Os. and I. C. Os.**—A firing party may, if required, be detailed from a British or Indian unit to attend the funeral of a K. C. I. O. or I. C. O. If the friends or co-religionists of the deceased desire that the corpse or coffin should be covered with the Union Jack a flag will be placed at their disposal for that purpose.
792. **Expenditure on military funerals.**—No expenditure other than that permitted under K. R. will normally be incurred in providing a military funeral. If in exceptional circumstances expense is incurred this will be dealt with by G. Os. C.-in-C., commands, and the Commander, Town (Independent) District, under paragraph 10-A, Financial Regulations, India, Part I.
- In an exceptional case of expense being incurred in providing a funeral, under Instruction 791, this will be dealt with similarly

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**785. British personnel of the R. I. N.**—Military funerals will be accorded in India on application from the naval authorities and provided troops are available to British officers and British ratings of the R. I. N., who at the time of death were on the active list and were not serving with the R. N.

remount officer who after recording his opinion on the roll as to the advisability of casting them, will forward the roll in duplicate to the D. of R. for disposal orders. Remount cases should be brought forward for casting at the conclusion of the training season. Re-classification of animals to a higher or lower category will be effected under orders of the command remount officer.

Veterinary cases will be inspected by the D. A. D. V. S. of the district who will record his opinion on I. A. F. Z 2149 and forward the roll in duplicate for the orders of the casting authority.

Worn out cases include horses of fifteen years and over and mules and camels of eighteen years and over which are unfit for one month's service in the field. These and all animals, other than remount cases, certified incapable of further work, except horses cast for sale to officers under Rule 568, will be notified at once by Oa. C. units to the casting authority after they have been inspected by the D. A. D. V. S. of the district who will verify their ages and record his opinion on I. A. F. Z 2149.

Horses cast for sale as chargers to officers will be certified as unfit for further service with a mounted unit.

**507. Disposal of cast animals.**—Disposal orders will be passed without delay by the D of R. through the command remount officer for remount cases and by the casting authority for veterinary and other cases. On receipt of orders by the unit all animals for destruction will be destroyed forthwith under the orders of the O. C. unit.

**508. Sale of cast animals.**—All animals for sale will be branded with the letter R on the near quarter or if for vice with the letters HV. They will be sold by public auction by the O. C. unit under the instructions of the district or brigade commander, through government auctioneers appointed by the D. of C. District or brigade commanders will fix the date of sales to include the greatest number of animals, without causing unnecessary delay in their disposal. Horses and light draught or artillery mules which fail to realize eighty rupees and ponies, other classes of mules and camels which fail to realize fifty rupees and bullocks and donkeys which fail to realize thirty rupees and twenty rupees, respectively, will be destroyed at once by the O. C. unit who will inform the casting authority. No animal will be retained a day longer than avoidable.

**509. Inspection of animals cast for sale.**—Every government animal, immediately prior to sale, will be inspected by a veterinary officer and, if certified unfit for sale, will be destroyed at once under the orders of the O. C. unit, who will inform the casting authority. At stations where there is no veterinary officer available, the inspection will be carried out by the O. C. unit to which the animal belongs, and he will be responsible that no unfit animal is sent for sale.

When animals are purchased under the terms of Rule 555, the purchase money will be paid to the officer charged with the sale of the animals, who will inform the O. C. unit concerned where credit

- (iii) grant a receipt (I. A. F. Z 2148).
- (iv) inform the veterinary officer in charge of their arrival.
- (v) have them branded, and veterinary history sheets prepared (I. A. F. V 1752).

A complete record of the pedigrees of Indian remounts, as received from remount depots, will be maintained in the register of animals (I. A. F. Z 2147).

**802. Branding.**—All animals on receipt by corps or units will be branded with unit serial numbers on the forefeet for horses, ponies and mules and on the near side of the necks for camels. Replacements will receive the serial numbers of the animals they replace except in the case of remount depots.

**803. Disposal of foals.**—Foals of government mares are the property of the State. In regimental units when a mare is pronounced by a veterinary officer to be in foal, the fact will be reported to the command remount officer, who will decide as to the destruction of the foal when born, or make other arrangements till the time of weaning, the foal being transferred to a remount depot when weaned. In transport units and depots, the foal will be destroyed immediately after birth. In remount depots, disposal orders for the foals when born will be issued by Os. C. depots.

**804. Entries.**—Entries issued to units direct from the place of purchase will be castrated as soon as possible after receipt.

Keeping of entire horses as officers' chargers is prohibited except in the case of those maintained in Chitral which will not however be brought out of Chitral as such when units or officers leave there.

### CASTINGS AND DISPOSALS.

**805. General.**—An officer empowered to sanction castings under Rule 554 will, after issuing instructions for casting, forward one copy of the casting roll (I. A. F. Z 2149) to the command remount officer for record. Castings in excess of the authorized percentages, as laid down in A. Is. I., from time to time, will be referred to the D. of H. who maintains a check on the number of animals cast.

**806. Classification and procedure for casting.**—Remount cases include all animals that fail to develop suitably and those unfit by reason of being prematurely worn out, that is under the age indicated below for worn out cases or through vice, and, in the case of riding horses or camels, those dangerous or unsafe to ride on account of defective action.

Casting rolls (I. A. F. Z 2149) of all remount cases will in the first instance be submitted by the O. C. unit to the brigade or district commander who, after countersigning, will pass them to the command remount officer. The animals will be inspected by the

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**USE OF GOVERNMENT HORSES FOR NON-MILITARY PURPOSES.**

**826. General.**—In exercising his authority under Rule 560 to sanction the use of government horses for non-military purposes, G. Os. C.-in-C. will ensure that military training is not interfered with and that the average number of boarders hired out is not reduced below fifty per cent. of the number allotted to the command.

District or brigade commanders will satisfy themselves that the military efficiency of the units is not impaired and that horsemanship and stable management are satisfactory in all respects.

Horses hired out under Rule 560 will not be permanently removed by the hirer from the station at which the unit is located and will be available for military duty when required. That will not apply to horses hired out and taken to the Equitation School, Saugor, by officer students.

**827. Hunting and Pigsticking, etc.**—G Os. C.-in-C. will also ensure that.—

(i) No horse is used for hunting, pigsticking or racing until it is eight years old and has been certified by a veterinary officer as physically fit for the purpose. The monthly list submitted by the O. C. unit will be countersigned by the veterinary officer to show that he has so certified them.

(ii) No horse is hired out until it has been passed as trained and fit for ordinary duty by the O C unit

(iii) Horses used for hunting, and pigsticking are not used for polo and *vice versa*.

(iv) No horse is used for hunting or pigsticking more than three days a fortnight.

(v) No one other than the hirer is permitted to use that horse.

The O C. unit to which a horse belongs is the sole judge whether the hirer is a sufficiently capable horseman to be trusted with and likely to exercise proper care of government animals. He will hold frequent inspections of hired out horses. He may permit horses to be kept temporarily in private stables or lines.

notice of Os. C. units and formation commanders. Chargers of officers extra-regimentally employed will be inspected half-yearly under the orders of the formation commander concerned, to whom any adverse remarks on chargers will be submitted.

Every charger on attaining the age of fifteen years will be subjected to a special examination by the D. A. D. V. S. district at the next half-yearly inspection, and struck off the register when declared unfit for further service in peace and war.

Command remount officers will also inspect chargers at their annual inspection and report on any deficiencies or on unserviceability of chargers from a remount point of view

**819. Striking off for unfitness.**—All chargers found to be permanently unfit will be struck off the charger strength forthwith under orders of the O. C. unit or the formation commander concerned. These removals, as well as deaths or destructions, will be entered in the Charger Register and notified to the accounts authorities concerned immediately on their occurrence.

**820. Temporary unfitness.**—Cases of temporary unfitness of chargers will be reported without delay to the veterinary authority concerned, as early treatment will often prevent animals from becoming permanently unfit for service.

**821. Selection or return.**—In applying the rules for the selection or return of chargers all commanders will be guided by the principle that the selection or return of chargers is authorized for the good of the public and not for the benefit for the individual.

**822. Purchase of chargers at concessional rates.**—Officers wishing to purchase chargers from the ranks of their own units will apply direct to their C. Os. Those wishing to purchase chargers from a remount depot or from the ranks of another unit will apply to the command remount officers through their own C. O. In both cases applications will be made on I. A. F. H 1107.

Officers belonging to dismounted units will not purchase chargers from among British cavalry and artillery classes, either from remount depots or units, and are restricted to horses of Class II category

**823. Re-purchase of chargers bought at concessional rates.**—No charger submitted for resale to government will be re-purchased unless it is certified by a veterinary officer to be serviceably sound, i.e., that it has no defect likely to interfere with its usefulness.

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**USE OF GOVERNMENT HORSES FOR NON-MILITARY PURPOSES.**

**826. General.**—In exercising his authority under Rule 569 to sanction the use of government horses for non-military purposes, G. Os. C.-in-C. will ensure that military training is not interfered with and that the average number of boarders hired out is not reduced below fifty per cent of the number allotted to the command.

District or brigade commanders will satisfy themselves that the military efficiency of the units is not impaired and that horsemanship and stable management are satisfactory in all respects

Horses hired out under Rule 560 will not be permanently removed by the hirer from the station at which the unit is located and will be available for military duty when required. That will not apply to horses hired out and taken to the Equitation School, Saugor, by officer students.

**827. Hunting and Pigsticking, etc.**—G. Os. C.-in-C. will also ensure that:—

(i) No horse is used for hunting, pigsticking or racing until it is eight years old and has been certified by a veterinary officer as physically fit for the purpose. The monthly list submitted by the O. C. unit will be countersigned by the veterinary officer to show that he has so certified them.

(ii) No horse is hired out until it has been passed as trained and fit for ordinary duty by the O. C. unit

(iii) Horses used for hunting, and pigsticking are not used for polo and *vice versa*.

(iv) No horse is used for hunting or pigsticking more than three days a fortnight.

(v) No one other than the hirer is permitted to use that horse.

The O. C. unit to which a horse belongs is the sole judge whether the hirer is a sufficiently capable horseman to be trusted with and likely to exercise proper care of government animals. He will hold frequent inspections of hired out horses. He may permit horses to be kept temporarily in private stables or lines.



828. **V. C. Os., B. O. Rs., etc.**—Government horses may be used by V. C. Os., Indian W. Os. and B. O. Rs. for hunting and pigsticking provided the conditions laid down in Instruction 827 are complied with and that in addition:—

- (i) Horses are not taken to a meet at a greater distance than twelve miles from barracks or from a recognized pigsticking camp.
- (ii) Marches to recognized pigsticking camps do not exceed sixteen miles per day and that, when the distance is greater than two days' march, horses are railed at the expense of the individual concerned
- (iii) Horses are not used for pigsticking on the day of their arrival at the pigsticking camp.

829. **Racing of Government Horses.**—Subject to the responsibility of the officer commanding the unit that the horses are both trained and ridden with due regard to the efficiency of the public service, and to the supervision of the brigade commander, government horses may be used for racing in *bona fide* point to point races (no portion of the course to be on a recognized race course) provided that the following conditions are fulfilled:—

- (i) Races in which such horses may run must be closed to government horses or officers' registered chargers only.
- (ii) An insurance fee of Rs 7-8-0 per month, or any portion of a month, shall be paid for each horse used for this purpose.
- (iii) The horses may be ridden only by King's commissioned and Indian commissioned officers.
- (iv) The horses may only be raced, in their permanent stations or at practice camps, or camps of exercise in which their unit is engaged or at other local stations at the discretion of the G. O. C.-in-C.
- (v) Government horses may not under any circumstances be raced under rules of racing at open meetings, nor may they be raced in steeplechase, flat or hurdle races at any meeting including gymkhana meetings

Indian officers holding the Viceroy's commission and other ranks British and Indian may be permitted to ride government horses in cross country events (e.g., *bona fide* point to point races) closed to government horses and officers' registered chargers, without payment of insurance fees.

This instruction does not apply to boarders for whom there are special conditions as set forth in I. A. F. H 1119.

829-A. **Horse shows and similar events.**—(i) Government animals may be entered for show jumping, tent pegging, handy hunter or charger competitions and other classes of competitions at horse shows, assaults-at-arms, regimental sports or other similar events

(ii) Sanction to train and enter Government animals for these events will be obtained from the O. C. the unit to which the animal belongs or the D. of B. in the case of animals belonging to remount

depots. Applications giving the name of the show or shows in which it is intended that the animals shall take part will be submitted to the unit commander or D. of R. at least six weeks before the event is due to take place.

(iii) An insurance fee of Rs. 7-8-0 per month or any portion of a month (to cover the period from the date of the application to the date of the completion of the show) will be paid for each animal entered for these events. The insurance fee will not be necessary in the case of—

horse shows open to military competitors only,

military classes at open horse shows,

assaults-at-arms,

regimental sports.

(iv) Horses hired under Instruction 328 may be entered for any of the events enumerated in para. (i) without extra charge.

(v) No additional expenditure in connection with the use of Government animals at any of the events enumerated above shall fall on Government.

**329-B. Displays and similar events.**—(i) Government animals may take part in musical rides, musical drives, vaulting displays, trick riding displays and other military displays of a similar nature

(ii) Sanction to enter and train Government animals for displays will be obtained from the district or independent brigade commander. Applications giving the name of the show or shows in which it is intended that the animals shall take part will be submitted to the district or independent brigade commander at least six weeks before the display is due to take place.

(iii) The organizing committee of a show or entertainment at which a display by Government animals is to be given will be required to effect the insurance of all Government animals taking part (see also R. A. I. Rules 433-438 and Instructions 695-697). Insurance policies will be approved by the district or independent brigade commander sanctioning the display. Units, invited by the organizing committee to take part, will obtain the sanction of their district or independent brigade commander before agreeing to participate. Insurance must cover the full period from the time the animals leave their unit lines until they return thereto after the conclusion of the display. In the case of displays taking place at a unit's home station the insurance must cover rehearsals on the show ground. Insurance will not be necessary for displays given at assaults-at-arms, military horse shows and regimental sports when no gate money is taken.

(iv) No additional expenditure in connection with Government animals taking part in displays shall fall on Government.

**828. V. C. Os., B. O. Rs., etc.**—Government horses may be used by V. C. Os., Indian W. Os. and B. O. Rs. for hunting and pigsticking provided the conditions laid down in Instruction 827 are complied with and that in addition:—

- (i) Horses are not taken to a meet at a greater distance than twelve miles from barracks or from a recognized pigsticking camp.
- (ii) Marches to recognized pigsticking camps do not exceed sixteen miles per day and that, when the distance is greater than two days' march, horses are railed at the expense of the individual concerned.
- (iii) Horses are not used for pigsticking on the day of their arrival at the pigsticking camp.

**829. Racing of Government Horses.**—Subject to the responsibility of the officer commanding the unit that the horses are both trained and ridden with due regard to the efficiency of the public service, and to the supervision of the brigade commander, government horses may be used for racing in *bona fide* point to point races (no portion of the course to be on a recognized race course) provided that the following conditions are fulfilled:—

- (i) Races in which such horses may run must be closed to government horses or officers' registered chargers only.
- (ii) An insurance fee of Rs. 7-8-0 per month, or any portion of a month, shall be paid for each horse used for this purpose.
- (iii) The horses may be ridden only by King's commissioned and Indian commissioned officers.
- (iv) The horses may only be raced, in their permanent stations or at practice camps, or camps of exercise in which their unit is engaged or at other local stations at the discretion of the G. O. C.-in-C.
- (v) Government horses may not under any circumstances be raced under rules of racing at open meetings, nor may they be raced in steeplechase, flat or hurdle races at any meeting including gymkhana meetings.

Indian officers holding the Viceroy's commission and other ranks British and Indian may be permitted to ride government horses in cross country events (e.g., *bona fide* point to point races) closed to government horses and officers' registered chargers, without payment of insurance fees.

This instruction does not apply to boarders for whom there are special conditions as set forth in I. A. F. H 1119.

**829-A. Horse shows and similar events.**—(i) Government animals may be entered for show jumping, tent pegging, handy hunter or charger competitions and other classes of competitions at horse shows, assaults-at-arms, regimental sports or other similar events.

(ii) Sanction to train and enter Government animals for these events will be obtained from the O. C. the unit to which the animal belongs or the D. of R. in the case of animals belonging to remount

depots. Applications giving the name of the show or shows in which it is intended that the animals shall take part will be submitted to the unit commander or D. of R. at least six weeks before the event is due to take place.

(iii) An insurance fee of Rs. 7-8-0 per month or any portion of a month (to cover the period from the date of the application to the date of the completion of the show) will be paid for each animal entered for these events. The insurance fee will not be necessary in the case of—

horse shows open to military competitors only,

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(iv) Horses hired under Instruction 328 may be entered for any of the events enumerated in para. (i) without extra charge.

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**329-B. Displays and similar events.**—(i) Government animals may take part in musical rides, musical drives, vaulting displays, trick riding displays and other military displays of a similar nature

(ii) Sanction to enter and train Government animals for displays will be obtained from the district or independent brigade commander. Applications giving the name of the show or shows in which it is intended that the animals shall take part will be submitted to the district or independent brigade commander at least six weeks before the display is due to take place.

(iii) The organizing committee of a show or entertainment at which a display by Government animals is to be given will be required to effect the insurance of all Government animals taking part (see also R. A. I. Rules 433-438 and Instructions 695-697). Insurance policies will be approved by the district or independent brigade commander sanctioning the display. Units, invited by the organizing committee to take part, will obtain the sanction of their district or independent brigade commander before agreeing to participate. Insurance must cover the full period from the time the animals leave their unit lines until they return thereto after the conclusion of the display. In the case of displays taking place at a unit's home station the insurance must cover rehearsals on the show ground. Insurance will not be necessary for displays given at assaults at arms, military horse shows and regimental sports when no gate money is taken.

(iv) No additional expenditure in connection with Government animals taking part in displays shall fall on Government.

(v) The assessed value of the various classes of Government animals for the purposes of this insurance is:—

<i>Horses.</i>	Rs.
Rides, Class I . . . . .	800
Light Draught . . . . .	800
Rides, Class II . . . . .	600
Riding ponies, Class I . . . . .	500
Riding ponies, Class II . . . . .	400
<i>Mules.</i>	
Light Draught . . . . .	800
Mountain Artillery . . . . .	700
Equipment, Class I . . . . .	} 300
Equipment, Class II . . . . .	
Army Transport . . . . .	

**830. Insurance fees.**—A register of all insurance fees in respect of horses hired out will be maintained by units. The total sum due for insurance from a unit will be credited to government on the last day of the month by the O. C. unit who is the authority responsible for certifying the number of horses hired out.

A list certified by the O. C. unit showing the unit number of each horse will accompany each credit for insurance fees. In the case of the Equitation School, Saugor, the commandant will submit a list showing the unit numbers of horses hired out in charge of students.

When credit is made through pay-bills the unit accountant will be furnished with the requisite information before the twenty-fifth day of the month in respect of which the fees are recoverable.

### BOARDED OUT HORSES.

**831. Inspection.**—All boarded out horses in the same station as the unit will be inspected at least once every six months under the orders of the O. C. unit. Boarders at out-stations will be inspected by a suitable officer under the orders of the district commander, the inspection report being sent for record direct to the O. C. unit to which the horse belongs or is attached. The O. C. unit will furnish the district commander with the names and addresses of allottees at out-stations.

**832. Register.**—A register of approved applicants for boarders will be maintained by every cavalry regiment. Army and R. A. F. officers on the active list will have a prior claim to the issue of boarders, and no boarders will be issued to other persons until all applications from

them have been complied with. The O. C. unit will maintain a register for boarded out horses showing:—

- (i) Army and unit number.
- (ii) Colour sex, class, height, and year foaled.
- (iii) Source of receipt in the regiment.
- (iv) Brief description of marks.
- (v) Name and full address of allottee.
- (vi) Date of allotment.
- (vii) Particulars as to extension of allotment.
- (viii) Date of last inspection and by whom.
- (ix) If recalled, the date of receipt in the regiment with remarks as to condition on arrival.

**833. Types allotted.**—Preference is given to applicants for riding horses and no horse will be certified as quiet to drive.

**834. Allotment.**—As in some stations the number of suitable allottees may be few, and in others many, applications may be made in respect of the latter to the G. O. C.-in-C., command, who will sanction a further allotment, provided that the sanctioned number of horses issuable in the command is not exceeded.

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**VETERINARY DUTIES.**

- 838. Access to stables.**—Veterinary officers will have free access to all government stables and animals but they will first acquaint the O. C. unit concerned of their intended visit. All military animals will be inspected periodically. Executive officers in stations will inspect animals at least once a fortnight.
- 839. Assistance to veterinary establishments.**—If necessity arises the brigade commander will detail regimental establishments to assist in carrying on duties in veterinary establishments. Attendants will be detailed by Os. C. units to accompany animals to hospital for grooming purposes in the proportion of one to every two or less sick animals. Where a proportion of I. A. V. C. personnel is available for grooming duties, the number of attendants demanded from units for this purpose will be proportionately decreased. Men detailed for duty in veterinary hospitals are under the orders of the veterinary officer.
- 840. Veterinary hospitals.**—In all cases when a veterinary officer or veterinary assistant surgeon is present he will be in charge of the veterinary hospital or sick lines and be responsible for the treatment of animals and the care of stores. In a station where no veterinary personnel is present, the charge of a veterinary hospital, class II, will devolve on the senior officer of the mounted unit or units in the station and that of the branch veterinary hospital and sick lines on the senior officer of the unit or units for which they are maintained. The O. C. station will be responsible that the stores, equipment, etc., of the hospital and sick lines are handed over on change of units.
- 841. Line gear.**—The head collar, water bridle, head and heel ropes, clothing and grooming kit, all in serviceable condition, will accompany all animals to veterinary hospitals and will be maintained in that condition by the unit to which they belong.
- 842. Civil veterinary assistance.**—When sickness occurs among Army animals at stations where no military veterinary personnel exist, the O. C. unit will apply to the D. A. D. V. S. of the district for assistance. In cases of emergency, however, such as serious accident or illness, where delay might result in the animal's death the assistance of the civil veterinary authorities in the station may be obtained, and the military veterinary authorities notified as soon as possible. The resulting charges will be met from the "incidental and miscellaneous expenses" of the nearest military veterinary hospital.
- 843. Treatment of silladar camels.**—Camels of silladar transport companies are entitled to free treatment in military veterinary hospitals or camel sick lines during the period of employment. During the periods of unemployment and enforced rest Naganol will be supplied free to silladar camel companies for the treatment of surra but animals will not be admitted to military veterinary hospitals or camel sick lines for such treatment.
- 844. First aid appliances.**—Os. C. mounted units before their units leave their stations will see that they are provided with an adequate supply of first aid appliances and medicines from a veterinary hospital

**845. Infectious diseases of animals.**—Os. C. stations are responsible that every precaution is taken to prevent the spread of disease. Any animal showing suspicious symptoms of contagious or infectious disease, and any animal brought into contact with it, will be immediately isolated together with their attendants and gear. During the prevalence of contagious or infectious disease at a station all animals will, under the orders of the station commander, be examined fortnightly by a veterinary officer. When any case of contagious or infectious disease constitutes a public danger, the animal, whether public property or the property of any person in military service, will be destroyed on the written opinion of a veterinary officer, under the orders of the O. C. station.

**846. Prevention of infection.**—The veterinary officer will communicate all necessary details for the disposal of carcasses and the disinfection of stables and equipment of every kind to the O. C. unit who will be held responsible that the measures indicated are carried out. The veterinary officer will inform the O. C. station and the administrative veterinary officer when that action has been taken.

**847. Malleining, segregation and inspection.**—All animals received by units from remount depots or any other source, including returned boarded-out horses, will be segregated for mallein testing and thereafter kept in working isolation and inspected daily for one month from the date of receipt. The animals will not be subjected to the mallein test for at least a fortnight from the date of their arrival. The O. C. unit will report to the supplying officer the occurrence of any outbreak of epizootic disease amongst the animals within four months of their receipt.

Any horses or mules which have strayed or have occupied private stables will be re-tested by the mallein test before being allowed to enter government stables, or, in the case of sick animals, as soon as possible after admission to a veterinary hospital.

**848. Inspection of animals before movements.**—When animals, including chargers, are transferred from one station to another they will be inspected by a veterinary officer or veterinary assistant surgeon prior to the move and on arrival at their destination. The O. C. unit will ensure that sufficient opportunity is given to the veterinary service to inspect the animals before they leave the unit.

**849. Veterinary history sheets.**—Veterinary history sheets will be prepared by units and passed to the veterinary officer in charge, who will be responsible for their upkeep until the animals leave the station, die or are destroyed. A sheet will always accompany an animal except when boarded out.

The sheet will be signed by the O. C. unit on preparation and on each transfer.

In no circumstances will veterinary history sheets be destroyed, duplicates issued or any alterations made in the original description of the animal without the authority of the A. D. V. S. or D. D. V. S. of the command, on the advice of the D. A. D. V. S. of the district.



**VETERINARY DUTIES.**

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- 840. Veterinary hospitals.**—In all cases when a veterinary officer or veterinary assistant surgeon is present he will be in charge of the veterinary hospital or sick lines and be responsible for the treatment of animals and the care of stores. In a station where no veterinary personnel is present, the charge of a veterinary hospital, class II, will devolve on the senior officer of the mounted unit or units in the station and that of the branch veterinary hospital and sick lines on the senior officer of the unit or units for which they are maintained. The O. C. station will be responsible that the stores, equipment, etc., of the hospital and sick lines are handed over on change of units.
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- 843. Treatment of silladar camels.**—Camels of silladar transport companies are entitled to free treatment in military veterinary hospitals or camel sick lines during the period of employment. During the periods of unemployment and enforced rest Naganol will be supplied free to silladar camel companies for the treatment of surra but animals will not be admitted to military veterinary hospitals or camel sick lines for such treatment.
- 844. First aid appliances.**—Os. C. mounted units before their units leave their stations will see that they are provided with an adequate supply of first aid appliances and medicines from a veterinary hospital.

- 845. Infectious diseases of animals.**—Os. C. stations are responsible that every precaution is taken to prevent the spread of disease. Any animal showing suspicious symptoms of contagious or infectious disease, and any animal brought into contact with it, will be immediately isolated together with their attendants and gear. During the prevalence of contagious or infectious disease at a station all animals will, under the orders of the station commander, be examined fortnightly by a veterinary officer. When any case of contagious or infectious disease constitutes a public danger, the animal, whether public property or the property of any person in military service, will be destroyed on the written opinion of a veterinary officer, under the orders of the O. C. station.
- 846. Prevention of infection.**—The veterinary officer will communicate all necessary details for the disposal of carcasses and the disinfection of stables and equipment of every kind to the O. C. unit who will be held responsible that the measures indicated are carried out. The veterinary officer will inform the O. C. station and the administrative veterinary officer when that action has been taken.
- 847. Malleining, segregation and inspection.**—All animals received by units from remount depots or any other source, including returned boarded-out horses, will be segregated for mallein testing and thereafter kept in working isolation and inspected daily for one month from the date of receipt. The animals will not be subjected to the mallein test for at least a fortnight from the date of their arrival. The O. C. unit will report to the supplying officer the occurrence of any outbreak of epizootic disease amongst the animals within four months of their receipt.
- Any horses or mules which have strayed or have occupied private stables will be re-tested by the mallein test before being allowed to enter government stables, or, in the case of sick animals, as soon as possible after admission to a veterinary hospital.
- 848. Inspection of animals before movements.**—When animals, including chargers, are transferred from one station to another they will be inspected by a veterinary officer or veterinary assistant surgeon prior to the move and on arrival at their destination. The O. C. unit will ensure that sufficient opportunity is given to the veterinary service to inspect the animals before they leave the unit.
- 849. Veterinary history sheets.**—Veterinary history sheets will be prepared by units and passed to the veterinary officer in charge, who will be responsible for their upkeep until the animals leave the station, die or are destroyed. A sheet will always accompany an animal except when boarded out.
- The sheet will be signed by the O. C. unit on preparation and on each transfer.

In no circumstances will veterinary history sheets be destroyed, duplicates issued or any alterations made in the original description of the animal without the authority of the A. D. V. S. or D. D. V. S. of the command, on the advice of the D. A. D. V. S. of the district.

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Duplicate sheets will be so marked and that endorsement, and any alteration in the description on a sheet, whether original or duplicate, will be signed and dated by the officer making it who will also note the number and date of the authority.

**850. Responsibility for shoeing.**—The O. C. unit is responsible for the proper shoeing of all horses, including those in hospital. All newly shod horses will be inspected by an officer. A veterinary officer will frequently visit forges and stables and inspect the shoeing. He is responsible for representing faults or bad workmanship to the O. C. unit.

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**CHAPTER XIII.—MOVEMENT OF TROOPS, ANIMALS, BAGGAGE, AND STORES.****GENERAL.**

- 855. Changes in relief programme.**—Applications from units and formations for changes to be made in the method of carrying out reliefs will be considered by A. H. Q. only if they are based on public grounds. Troops ordered to proceed by route march are not permitted to travel by rail or other mode of conveyance at their own expense.
- 856. Hot weather moves, British troops.**—Movements of British troops will not take place during the hot weather without reference to the medical authorities. The movement of British troops and their families on Christmas Day, Good Friday, Easter Eve and Easter Day will be avoided as far as possible.
- 857. Parties to be accompanied by an officer.**—Parties of troops of fifty men or more travelling by road or rail will be under the command of an officer to be appointed by the O. C. units concerned. In cases of smaller parties the C. O. will use his discretion in deciding whether or not an officer, W. O. or senior N. C. O. will be detailed to command the party. If a W. O. or N. C. O. is not included the C. O. will detail N. C. Os. to accompany the party on the scale of one to fifty men or part thereof. For troops moving to ports for embarkation in transports proceeding outside Indian limits, draft conducting officers will be appointed by the Q. M. G.
- 858. Movement reports.**—Arrival and departure reports of troops will be submitted on I. A. F. T. 1708 as laid down on the reverse of that form and in I. A. F. Z. 2000.
- 859. Handing over of animals on relief.**—Whenever animals have to be handed over on the relief of units a station board will be assembled approximately fifteen days before the date of the relief. The board will be composed of the command remount officer, a veterinary officer and one officer from a unit similar to those concerned. For boards on animals of infantry or other units with only a small number of animals on charge the command remount officer need not attend. In those cases the O. C. station will detail another officer for the board. The board proceedings will be forwarded to the O. C. station.
- 860. Handling of baggage.**—Troops when moving by road or rail are responsible for handling their own baggage unless the medical authorities consider the provision of hired labour essential. The local authority responsible for arranging the move of invalids and families of British soldiers will make arrangements for the handling of their baggage. At seaports arrangements for the handling of baggage will be made by the embarkation staff officer.
- 861. Tolls.**—The rules regarding the exemption of troops and military traffic from the payment of tolls are contained in M. I. M. L.

Hired transport will be released without delay on arrival at an exchanging station or at the destination. Any serious misbehaviour on the part of drivers of hired transport, when they are not amenable to military law, will be dealt with in communication with the civil authorities.

- 369. Rationing arrangements, pre-arranged marches.**—Rationing arrangements for all troops, non-combatants and animals will be made by the R. I. A. S. C. under the orders of the brigade commander concerned. A suitable detachment of supply personnel will be in supply charge of units whilst on the march. The civil authorities may be called upon to provide supplies of the kind mentioned in I. A. F. S. 1526, and articles which are not ordinarily kept in stock, such as sheep, fowls and eggs, or which are rapidly perishable, such as milk, but they cannot be called upon to provide other ration articles.

When the assistance of the civil authorities is necessary, and in all cases of pre-arranged marches, the brigade commander concerned will detail an advance party consisting, where possible, of personnel from both the unit and the supply service, to go ahead of the troops and associate themselves with the civil officials in the purchase of supplies. The civil authorities should be informed that an advance party is being sent to assist in the necessary purchases.

All indents on the civil authorities, for the class of articles which they are required to supply, should be preferred on them a fortnight before they are actually required. Any changes in dates, routes or quantities of supplies should be communicated at once to all concerned. Losses due to these circumstances will only be borne by the State when the C. F. A. is satisfied that they were unavoidably due to circumstances beyond the control of the responsible authority or unit. Losses due to excessive estimates will be borne by the unit responsible.

The advance party will be responsible for the actual acceptance of supplies, the passing in of which should be done in the presence of the civil official. Rejections should only be made when the articles tendered are unfit for consumption due to their being below the standard usually consumed by the persons or animals for whom they are intended. Supplies which have been accepted by the advance party will not be subject to further passing in, the decision of the O. C. advance party being final. If the supplies become unfit for consumption owing to the late arrival of the unit or to causes outside the control of the supplier, a receipt for the supplies must be granted by the O. C. troops to the civil officials concerned. The officer who takes over supplies from the civil official will furnish the latter with a receipt for the supplies actually received, and will send a duplicate of the receipt to the military authority responsible for the submission of the original indent with a view to the sum advanced to the civil authorities being adjusted by the C. M. A. concerned.

When supplies of a quality inferior to that which might reasonably have been expected are provided, a report to that effect will be made by the O. C. troops to the district civil officer.

If shops are, or can be, established on or near the camping ground, articles such as sheep, fowls, eggs, milk, etc., will be retailed by the shopkeepers.

**870. Rationing arrangements, sudden emergencies.**—In the case of marches due to sudden emergencies when sufficient notice of the arrival of a unit in a district cannot be given or an advance party sent ahead of the troops, and the supplies have consequently to be arranged by the civil authorities in a hurry, the R. I. A. S. C. officer, or, in his absence the O. C. troops, should consider before rejecting the supplies the notice given and the circumstances in which the supplies are purchased, the quality expected in the district and whether the supplies are fit for a ration, although below the normal standard.

In the event of it being necessary to reject supplies on account of unsuitability for a ration, the O. C. troops will furnish the civil official concerned with a statement showing the nature and quantity of supplies rejected and will furnish a duplicate copy of the statement to the military authority originally responsible for making the demand who will arrange with the C. M. A. concerned to obtain a refund from the civil authorities in respect of these supplies.

**871. Slaughter places for animals.**—Slaughter places for animals destined for issue as rations to troops on the line of march should not be in the vicinity of human habitations, places of resort, graveyards, tanks and groves, and will be screened from view as far as possible.

**872. Duties of civil officials attached to troops.**—The civil or political authorities concerned are responsible for the appointment of a police or other civil official to accompany troops and for providing him with written instructions defining duties and powers, which will be shown by him to the O. C. troops.

The duties of that official include,

- (i) Prevention of the irregular sale of liquor or fruit to the troops.
- (ii) Exclusion from camps and their vicinity of women of loose character.
- (iii) Liaison between the O. C. troops and the subordinate civil officials and inhabitants generally.
- (iv) General assistance to the O. C. troops.
- (v) Settlement in communication with the O. C. troops of disputes with the inhabitants or with the transport establishments engaged by the civil authorities, and submission of cases beyond his powers to his superior officer.
- (vi) If irregularities committed by the troops are not discovered until they have proceeded beyond the limits of the jurisdiction of the civil or political officer by whom he is appointed, submission of a full report of the occurrence to the brigade commander for investigation and disposal.

**873. Outbreaks of infectious disease.**—When marching through tracts in which infectious disease may be prevalent the strictest sanitary precautions are to be observed.

(vi) When movement by day is involved over any portion of the North Western Railway the carrying capacity of military cars will be limited to forty-four soldiers for coaches of the Great Indian Peninsula Railway type and to forty-two for those of the North Western Railway type. When the medical authorities consider it necessary reductions in the carrying capacity of other systems should be made by the indenting authority when submitting his demands.

(vii) Whenever moves take place over the systems mentioned in paras. (iv) and (v), whether with or without the special sanction of A. H. Q., the despatching authority will be responsible that precautionary measures, such as the provision of drinking water and ice, are taken.

**891. Hot weather precautions, Indian troops.**—When Indian troops travel by train in the hot weather, trains will be run to fast timings. The carrying capacity of vehicles will be limited to forty per cent. of their public carrying capacity for peace journeys to or from ports of embarkation and for peace journeys exceeding seven hundred miles.

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**MOVEMENTS BY SEA.**

- 894. General arrangements.**—The Q. M. G. is responsible for the general control of the movement, embarkation, and disembarkation of troops, animals, baggage and stores. Embarkation commandants are appointed to control embarkation and disembarkation. The embarkation commandant will be directly responsible to, and will correspond with, A. H. Q. on all matters connected with the embarkation and disembarkation of troops, animals, baggage and stores. Embarkation commandants and their establishments are under the local commander for purposes of local administration.
- 895. Army Schoolmistresses.**—On receipt of notification from the Q. M. G. that Army schoolmistresses are arriving in India the embarkation commandant will inform the district commander concerned who will make arrangements for their reception and accommodation, if necessary, until their departure from the port of disembarkation for their permanent stations.
- 896. Engagement of hired ships.**—The Q. M. G. will inform the Principal Sea Transport Officer, East Indies, of his requirements in respect of accommodation for troops, animals, baggage and stores. The Principal Sea Transport Officer will provide the accommodation required by the Q. M. G.
- The Q. M. G. will ensure that the accommodation provided by the Principal Sea Transport Officer is utilized to its fullest extent, and embarkation commandants will bring to the notice of the Q. M. G. any matters which are likely to affect accommodation in vessels.
- 897. Inspection and fitting of hired vessels.**—A vessel hired for the conveyance of troops or animals will be inspected by a special board of representatives of the Principal Sea Transport Officer and of A. H. Q. to determine the use to be made of the space available. When a vessel hired by the G. of I. and already fitted for troops is adversely reported upon, in any important particular regarding the general structural arrangements during her last voyage with troops, a similar inspection will be held on her return to India to determine what alterations, if any, are necessary. Although the wishes of the military representatives will, so far as is practicable, be carried out, the ultimate responsibility for decision as to the suitability of accommodation, capacity, etc., rests with the Principal Sea Transport Officer.
- 898. Inspection prior to embarkation.**—A vessel hired for the conveyance of troops or animals will be inspected prior to embarkation by a board consisting of representatives of the Principal Sea Transport Officer and A. H. Q. The latter will include an officer of the embarkation staff, an embarkation medical officer, and, when animals are to be embarked, a veterinary officer. The duty of the board is to ensure that fittings, sanitary condition and arrangements for the accommodation, preservation of health and messing of the troops are satisfactory, and that the ship is clean and in every way fit for embarkation. When possible the O. C. and the senior medical officer of the troops should be present at the inspection.



## STORES.

906. *Routes.*—A route or mode of carriage other than the cheapest will only be used in exceptional circumstances. The responsibility for obtaining the sanction of the C. F. A. rests with the indenting officer, but in cases of emergency sanction may be anticipated. In cases of necessity the despatching officer may, provided it is within his financial powers, sanction despatch by other than the cheapest route.
907. *Handling of stores.*—The military authorities are responsible for the loading of all military stores and baggage conveyed by troops specials, including transshipment at junction and ferry stations.

The railway authorities will carry out all handling of stores and baggage booked at mile maundage or parcel rates including loading, unloading and transshipment at junction and ferry stations.

The military authorities are responsible for the loading of stores and baggage conveyed by ordinary trains at vehicle mile rates, but transshipment of such stores and baggage at junction and ferry stations will be effected by the railway authorities.

A junction includes a railway station at which a military siding takes off in respect of traffic loaded to and from the siding. The despatching authority will provide any attendants, escorts or conducting parties required.

908. *Despatches by full wagon.*—When stores are urgently needed the date by which they are required will be indicated in the indent and the I. A. O. C. establishments will supply the stores by due date either by full wagons or otherwise. In the case of ordinary indents the stores will be collected and sent by full wagons, if they can be so despatched within one month of the date of receipt of the indent.

When stores for different units in a station are included in one wagon the wagon will be addressed to the O. C. station, who will be supplied with the railway receipt and convoy note in respect of the distribution wagon in accordance with I. A. F. O. 2443. The O. C. station, will detail units in turn to take delivery of the distribution wagon and to distribute the packages contained in the wagon in accordance with the convoy note (I. A. F. O. 2442). The I. A. O. C. establishments will intimate direct to the units concerned of the inclusion of their packages in the distribution wagon and will supply them with the relevant vouchers (I. A. F. O. 2141). To facilitate distribution, stores for different units will be separately packed and the packages clearly marked with the name of the unit for which intended.

In the case of the return by units of unserviceable stores, the O. i/c. {I. A. O. C. establishment will indicate on the application for disposal {I. A. F. Z. 2099} whether the stores can await a full wagon or not. Units will inform the O. C. station periodically of the weight and bulk

of the stores awaiting despatch. When sufficient stores have accumulated, the O. C. station will make the unit detailed for such duty responsible for loading, for the preparation of convoy notes and for the despatch of convoy notes and railway receipts to the O. i/c. I. A. O. C. establishment concerned. Units concerned will be responsible for the packing and marking of the stores and for their conveyance to the place of loading at the appointed time. They will also be responsible for the preparation and despatch of vouchers to the ordnance establishment concerned. All returnable empty packing cases, drums and ammunition boxes will also be returned in such wagons. Trade containers of oils, etc., vouchered by the consignor as returnable should be returned separately provided a wagon load of stores to be returned is not in sight within a week of their being emptied of the original contents.

Embarkation and other military clearing or forwarding agencies may despatch military stores intended for different units located at one station by making a full wagon load to one unit for distribution. A copy of the despatch note will be forwarded to all consignees in the station.

G. Os. C.-in-C. commands can exempt any particular station or unit from the operation of the full wagon scheme so far as the return of clothing and boots to the I A O C. is concerned, provided the arsenal and the clothing depot are not in the same station

**909. Despatch beyond railhead.**—Despatches to stations not situated on the railway will be made direct through the railway, if possible, otherwise through the R I A. S. C. representative at or nearest to railhead.

Full particulars as regards the location of the unit, the nearest railway station, out-agency, etc., will be furnished by the indenting officers, especially, when the unit is in camp at other than a well-known station, to enable the stores to be despatched to their correct destination.

**910. Despatch to consignee on a railway line.**—When the consignee is on the railway line, or, if through booking is practicable, the consignor will either issue, or apply to the R I A S C. for, a credit note (I A F T. 1711) for the total weight of the consignment and despatch the stores to the railway station where the weights will be checked and the rates filled in by the railway authorities. The railway receipts, issue vouchers and a letter of advice, if necessary, will be forwarded to the consignee.

**911. Credit note details.**—Details of stores despatched, together with the number and weight of packages, will be shown in the credit notes and vouchers in the case of all consignments, even when the consignment is made in full wagon loads.

As an exception to the above, discrepancies or deficiencies found to exist between the quantities or description of stores actually charged off by the Indian Government as issues to His Majesty's Imperial Government and those received by His Majesty's Imperial Government will be dealt with, in India, by the consignor.

This procedure will also apply to all overseas issues made by the Indian Government on behalf of H. M. Imperial Government.

- 916. Carrying companies.**—The general provision of Instructions 911 to 915, 917 to 920 and 930 apply in principle in the case of government stores despatched by inland carrying companies other than railways.
- 917. Examination of damaged consignments.**—If a consignment on arrival does not appear to be in good order, it will be opened by a representative of the consignee in the presence of a railway representative, and any loss, damage or discrepancy will be noted in ink on the railway receipt.
- 918. Claims on railway authorities.**—Unless the circumstances of the case make it evident that the railway is not liable for the loss, the consignee will take up the matter in order to obtain the acceptance of liability by the railway. Railway risk note B defines the liability of the railway for consignments sent at owner's risk. Under the Indian Railways Act IX of 1890, Section 77, every claim for loss or damage to goods or animals must be made to the railway within six months of the original delivery by the consignor of the consignment. The claim should be submitted on I. A. F. T. 1731 to the claims office of the section of the railway in which the station of destination is included. The consignee will watch the return from the railway of the detachable voucher attached to I. A. F. T. 1731 and if it is not received back within a reasonable time he will take further steps to obtain an acknowledgment of the receipt of the claim.
- 919. Recovery from railways for admitted losses.**—If the railway admits the claim, the consignee will furnish his C. M. A. with details of the claim, and a copy of the letter from the railway company acknowledging liability. It will ordinarily be possible for the consignee to supply this information to the C. M. A. within three months of the arrival of the consignment. Subsequent action for effecting recovery will then be taken by the C. M. A. The loss statement for the deficient stores will show that the railway accepts liability, and it will also quote the number and date of the communications in which the C. M. A. has been required to effect recovery from the railway.
- 920. Disputed railway claims.**—If the railway refuses to admit the claim, the loss will be dealt with by the C. F. A. If the railway is not a State-managed railway, the legal adviser concerned will be consulted if the railway's refusal to accept liability appears unreasonable. If the railway is a State-managed railway, the matter will be referred to A. H. Q. State-managed railways are the Eastern Bengal, East Indian, Great Indian Peninsula and North Western Railways which include State-owned lines and also lines owned by companies and Indian States but worked by Government.

921. **Octroi.**—Stores accompanied by a prescribed certificate, endorsed by a competent officer to the effect that they are government property at the time they are brought into cantonment limits, are exempt from octroi. In cases where the stores are subsequently sold, the officer responsible for their import will furnish to the cantonment board on the first day of the month following the sale a certificate of the goods sold, and will pay any octroi due.
922. **Return of stores.**—When stores are returned to the supplying dept. vouchers bearing R. R. No and date will be sent on the same day that the stores are despatched. For identification purposes a copy of the order directing the return of the stores will be attached to the vouchers, except in the case of I. A. O. C. stores when action will be taken in accordance with E. R. I., Part I. All stores will be suitably packed. Packages containing ammunition cases (when returned in other than S. A. A. boxes), arms, or small arms components will be sealed in four places and the seals protected in countersunk recesses. The seals will be impressed with the unit monogram with the steel stamp in possession of the unit. Every package will contain a packing note or in the case of explosives a packing label and will be marked with the consignor's monogram and voucher number, the consignee's designation and address, the package number and gross weight. The gross weight will be shown in maunds and seers, the official scale of equivalent of Indian and English weights as shown in the Military Tariff, C. S. No. 387 of April 1941 being used. When despatched by sea the gross weight will be shown in hundredweights, quarters and pounds in addition to maunds and seers.
923. **Dangerous or offensive goods.**—The carriage by rail of baggage containing dangerous or offensive goods is prohibited. A breach of this regulation is punishable by a fine not exceeding five hundred rupees and in addition the offending individual is liable to be held responsible for any loss, injury, or damage caused by his action.
924. **Declaration of value.**—The declaration of value required by Rule 633. is essential as otherwise under the Indian Railways Act, 1890, Section 75 (i), the railway administration cannot be held responsible for loss, destruction or deterioration.
925. **Security and despatch of arms and ammunition.**—Arms and ammunition in transit to and from railway stations, docks, etc., will be conveyed either under armed escorts or in locked vans.
- Arms despatched by rail are classified as full consignments, if full wagons, and as small consignments if insufficient to fill a wagon. When consignments of arms, ammunition or military stores as defined in the Indian Arms Act, 1878, Section 4, are exported to an Indian State, a certificate that they are exported by order of the G. of I. under that Act, Section I (b) will be endorsed on the voucher by the consignor.

of Trade, London, the amount due on account of damage or discrepancies. The recovery should be effected at the actual invoice rate, plus the authorized percentage for freight, packing, and landing, details of damage and discrepancies noted by the Embarkation Staff on the invoices sent to the Military Accounts Dept. In Bombay the Accountant General will deal similarly with invoices of stores. The non-receipt of, or discrepancies in, invoices will be reported to the India Office by the C. M. A. concerned or the Controller of Army Factory Accounts.

**458/IV/43 Instruction 931:—**

Sub-para. (ii) and (iii) as amended by G. S. No. 343 of October 1940 are reconstructed as under:—

"(ii) Packing accounts in duplicate will be forwarded to the consignee by the officer landing the stores and they will be receipted by the former. After noting on the packing accounts all damages and deficiencies noticed in the consignment received the consignee will forward both copies of the packing accounts together with the certified receipt vouchers prepared by him to the Local Audit Officer. The Local Audit Officer after comparing the two copies of the packing accounts will forward the certified receipt vouchers to the consignee, one marked 'for retention in India' and the other copy to the C. M. A. marked 'for retention in India'.

The copy retained by the consignee as his permanent record, but, whenever required by the Military Accounts Department for reference, it will be furnished and will be subsequently returned.

(iii) The C. M. A. on receipt of the copy of the packing account marked 'to be returned to the India Store Department, London' will compare it with the invoice received from the Director General, India Store Department and after noting on the invoice any discrepancies found between the packing account and the invoice will forward the packing account to the officer landing the stores for transmission to the United Kingdom."

M. A. G's. Case No. 7464/R.

- (v) Any military office receiving shipping documents for government stores will forward them immediately to the Embarkation Staff at the port of arrival to enable the latter to clear and despatch such stores

In the case of books, publications, etc., despatched by book post, the duplicate copy of the packing account, duly receipted by the consignee, should be returned by him direct to the D. G., I. S. D. The duplicate packing accounts of military publications sent from Bombay by the Superintendent of Stationery will be returned to that officer by the consignee.

- 932. Disposal of documents connected with stores imported through the D. G., I. S. D.**—Instructions for the disposal of Bills of Lading, Tonnage Accounts, Invoices and Packing Accounts in respect of Defence stores imported into India through the D. G., I. S. D. are contained in Appendix IX to these Instructions.

933. Carriage by rail of fragile ordnance stores.—When packages of expensive ordnance stores of a fragile nature, e.g., wireless apparatus and delicate scientific instruments, are despatched by passenger train in charge of an escort, arrangements will be made as follows:—

- (i) Packages that can conveniently go under the seat occupied by the escort will be retained in his personal custody during the journey.

In the case of a standard barometer a special packing will be provided in the nature of a foot or stand so designed as to maintain it in an upright position at all times. These standard barometers will remain in the personal custody of the escort.

- (ii) Packages which, in the opinion of the railway authorities, are not of a suitable size or weight to be conveyed in the compartment with the escort, will be booked for conveyance in the luggage van and the following procedure will be adopted:—

- (a) The despatching authority will in each case issue a certificate to the local railway authorities to the effect that the package requires special treatment and is accompanied by an escort.

- (b) At the starting station, the package will be loaded under the supervision of the escort and whenever possible it will be placed in such a position that its movement will not be necessary until arrival at destination.

- (c) The railway guard will inform the escort at the starting station of the points at which transhipment will be necessary and the stations where railway guards change. It will be the duty of the escort to report at those stations and supervise transhipment or inform the relieving railway guard of the nature of his charge.

- (d) Should movement or unforeseen transhipment of a package become necessary en route, the railway guard will summon the escort and the latter will supervise the movement or transhipment.

- (e) At the destination station, the package will be unloaded under the supervision of the escort.

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## APPENDIX I TO THE INSTRUCTIONS.

## DUTIES OF ADVISERS AT A. H. Q. AND COMMAND H. Qs. AND THE DUTIES OF THE TECHNICAL EXAMINATION BRANCH.

(Referred to in Instruction 7).

## GENERAL.

1. **Appointments.**—The advisers to the G. S. at A. H. Q. are the Major-General R. A.; the S. O.-in-C.; the Inspector, A. E. C.; and the Inspector of P. T. The Director of Military Training is also *ex-officio* Infantry Adviser.
2. **General duties of advisers at A. H. Q.**—(i) Advice to the General Staff on all matters, including policy, affecting their arm or service.  
(ii) Advice to other branches of Army Headquarters affecting their own particular arm or service not involving questions of policy.  
(iii) Advice to formations and units on questions of training and efficiency for war to ensure uniformity throughout the Army.  
(iv) Advice to His Excellency the Commander-in-Chief regarding postings and appointments of officers (not applicable to Infantry Adviser).
3. **Visits of inspection.**—Advisers are authorized to pay visits of inspection to units of their own particular arm and service, including units of the A. F. I. They will, when possible, attend the more important training camps and exercises which concern them. They will bring verbally to the notice of the senior commander present points in connection with organization and training. They will communicate their remarks, including their opinion as to the general state of the formation or unit to the C. G. S., who will forward a copy to the G. O. C.-in-C. command or commander independent district concerned, if for any reason it was not possible to communicate such remarks to him verbally in full.
4. **Channel of correspondence.**—Questions concerning organization and training will be dealt with through the authorized channels. The M. G. R. A., the S. O.-in-C. and the Inspector, A. E. C., are authorized to correspond direct with the representatives of their particular arm or service at command H. Qs. on questions of a purely technical nature.
5. **Confidential and Inspection Reports.**—Advisers are not concerned with the annual inspection reports of units. Instructions for the submission of confidential reports are laid down in M. S. Circular Memorandum No 72. As stated therein, advisers are only concerned in the case of certain officers. Any comments advisers may have to make on officers as the result of their visits to units and formations will be communicated either verbally to G. Os. C.-in-C. or Commander independent district or through the C. G. S.
6. **Annual Training and Technical Reports.**—Advisers (with the exception of the Inspector, A. E. C. in India) will submit to the C. G. S. by the 15th May annually, a report in duplicate, prepared in two sections as under:—

Section A.—Containing all matters regarding organization, establishments, equipment, training, etc., which they desire to bring to notice for the information of, or action by, the various branches of A. H. Q.

Section B.—Containing those points dealing with the particular arms and forms of training with which they are concerned, that they consider should be included in the annual collective and individual training reports issued by A. H. Q.

An advance copy of the points that they consider should be included in the annual individual training report will be submitted by advisers (including the Inspector, A. E. C. in India) direct to the D. M. T. by the 15th November annually.



## DETAILED DUTIES OF ADVISERS AT A. H. Q.

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### 8. Major-General Royal Artillery.

- (i) Co-ordination of the technical training of all artillery units, including the conduct of practice camps, artillery camps of exercise, and courses at the School of Artillery, (India).
- (ii) Visits of inspection to the School of Artillery, (India).
- (iii) Attendance at tests and trials of artillery equipment.
- (iv) Allotment of artillery vacancies at training and educational establishments in India.
- (v) Selection of officers for appointment to the R. H. A ; posting to Mountain Artillery; posting to the R. A. T. C. and M. A. T. C ; recommendations for the Gunnery Staff Course, R. A. Depot, and the Advanced Class at the Military College of Science.
- (vi) Control of training at the R. A. T. C and M. A. T. C, deputing to Brigadiers, R. A., commands, such responsibilities in that connection as he may think desirable.
- (vii) Liaison with the War Office in regard to technical artillery matters.
- (viii) Control of R. A. station officers, messes and other regimental funds

### 8-A. Instructor in Gunnery—

- (i) Advice to the Major-General, R. A., on all coast defence matters submitted for consideration by branches of A. H. Q. or by sections of the General Staff.
- (ii) Advice to the Major-General, R. A., on the technical training of coast defence units and on all questions in connection with manning.
- (iii) When required, advice to H. Q. commands on the technical details of the layout of coast defences.
- (iv) Assistance to commands at the annual practice seawards
- (v) In consultation with H. Q. commands, arrangement of courses of instruction for personnel of regular and A. F. I. units manning coast defences.

### 9. Signal Officer-in-Chief.

- (i) Visits of inspection to the Army Signal School and the Signal Training Centre, India, and control of all technical training at the Signal Training Centre.
- (ii) Co-ordination of signal training, including that of unit signallers, by visits to units and advice to local commanders.
- (iii) Assistance to commands in the conduct of staff and field exercises for I. S. C. units.
- (iv) Liaison with the Posts and Telegraphs Department on behalf of the Army
- (v) Liaison with the War Office on signal matters.
- (vi) Preparation of War establishments and scales of equipment of I. S. C. units found by civil departments in war and of the reserve of signal stores required from civil departments by the Army on mobilization

- (vii) Control of corps funds of the I. S. C. General advice on the administration of branch officers' messes in India of the R. Signals and control of the central mess fund.
- (viii) Allotment of I. S. C. vacancies at training and educational establishments in India.
- (ix) Control of the All India Internal Security W./T. System.
- (x) He will carry out the annual technical inspection of Western (Independent) District Signals
- (xi) He will initiate the confidential report of the Officer Commanding, Western (Independent) District Signals, and will comment on the confidential reports of other officers of that unit.

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## 11. Inspector, A. E. C., Indls.

- (i) Inspection of educational training in commands and districts.
- (ii) Liaison with the Inspector, A. E. C., at the War Office
- (iii) Advice as to appointments of A. E. C. officers and personnel in India.

## 12. Inspector of P. T.

- (i) Advice to the C. S. on all matters, including scale and design of equipment, connected with P. T., skill-at-arms, etc., in the Army in India.
- (ii) Inspection of P. T. in units of all arms, more particularly the physical education of children in British Army Schools and recruits in I. A. units.
- (iii) Command of the Army School of P. T.
- (iv) Liaison with the Inspector of P. T. at the War Office.
- (v) Advice as to appointments to the Army P. T. staff in India.

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#### DUTIES OF BRIGADIERS, R. A. AT COMMAND H. Qs.

- 13. The Brigadier, R. A. in a command is the adviser to the G. O. C-in-C of the command in all artillery matters and will keep in close touch with the general and administrative staffs of the command and assist them with advice where necessary. He will, under the orders of the G. O. C-in-C., supervise and co-ordinate the training of all artillery in the command, but the technical artillery training of all artillery units is his special responsibility.
- 14. He will, so far as may be practicable, at the disposal of Divisional Commanders within the command to assist in the training of their divisional artillery. In those cases where he commands a Divisional Artillery in war he should identify himself with that artillery as much as possible in peace.
- 15. In the case of an artillery regiment quartered outside the command which is to form the division to which it is allotted in war, the two commands concerned will arrange with each other direct that the C. R. A. designate of the division in war will,

- wherever possible, conduct the practice of the regiment, and, so far as funds permit, the regiment, or parties or representatives from it, attend artillery camps of exercise, staff rides and manœuvres in which the divisional artillery is engaged.
16. He will maintain liaison with all district commanders within the command and will carry out his inspections in accordance with a programme drawn up in consultation with those commanders. He will issue his technical instructions to the artillery in those districts in accordance with the provisions of paras. 13 and 14, keeping district commanders fully informed.
  17. His H. Q. will be located in the same station as the command H. Q.
  18. Brigadiers, R. A., in commands, are authorized to communicate direct with each other and with the M. G. R. A. at A. H. Q. and the Commandant, School of Artillery (India), on technical and regimental matters.

#### DUTIES OF C. R. A. AT H. Q. WESTERN (INDEPENDENT) DISTRICT.

- 18-A. The Commander, Royal Artillery, Western (Independent) District, is the adviser to the District Commander in all artillery matters. His duties will follow generally those of Brigadier, Royal Artillery, as enumerated in paragraphs 13 to 18 above.

#### DUTIES OF C. S. Os. AT COMMAND H. Qs.

19. The C. S. O. in a command is the adviser to the G. O. C-in-C. on all matters affecting signals.
20. He is authorized to communicate direct with Os. C, I S C. units, C. S. Os. of other commands, with the S. O.-in-C. and with the Commandant, Army Signal School, on technical and corps matters.
21. He will, under the orders of the G. O. C-in-C., supervise all signal training in the command, including the annual individual classification tests in units, and is responsible for the technical training of all I S C. units in the command.
22. He will arrange for the necessary boards for the testing of individuals in their technical signal trades and will ensure that the tests are carried out in accordance with the standards laid down.
23. He will carry out the annual technical inspection of all I S C. units in the command.
24. He will be responsible in conjunction with the G. S. for drawing up signal mobilization schemes for operations, internal security, etc.
25. He will advise the G. S. on the allotment to formations or units of vacancies in courses at the Army Signal School to ensure an even standard throughout the command.
26. He will control all military wireless stations within the command and arrange for co-operation, as necessary, between the Army, R. A. F. and civil systems.
27. He will assist the administrative staff in the preparation of the annual budget estimate for expenditure on telegraphs and telephones within the command and will be responsible for the proper application of funds allotted for that purpose.
28. He will maintain close liaison with the local officials of the Posts and Telegraphs Department, and will be the only officer in the command authorized to deal with or to issue orders to them, or to representatives of civil telephone companies, in technical matters regarding signal communication services debitable to the defence services estimates including the installation of telephones.
29. He will initiate the confidential reports on all Os. C, I S C. units in the command with comment on the reports of all other officers of those units, in accordance with instructions issued from time to time by M. S.
30. Where such exist, he will inspect Posts and Telegraphs Department mobilization dumps once a year.

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**DUTIES OF C. S. O. AT H. Q. WESTERN (INDEPENDENT) DISTRICT.**

31. The Officer Commanding, Western (Independent) District Signals, will act as technical adviser to the District Commander on signal matters. He will perform the duties of Chief Signal Officer as enumerated in paragraphs 20, 21, 22, 24, 25, 26, 27, 28, and 30 above.

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wherever possible, conduct the practice of the regiment, and, so far as funds permit, the regiment, or parties or representatives from it, attend artillery camps of exercise, staff rides and manœuvres in which the divisional artillery is engaged.

16. He will maintain liaison with all district commanders within the command and will carry out his inspections in accordance with a programme drawn up in consultation with those commanders. He will issue his technical instructions to the artillery in those districts in accordance with the provisions of paras. 13 and 14, keeping district commanders fully informed
17. His H. Q. will be located in the same station as the command H. Q.
18. Brigadiers, R. A., in commands, are authorized to communicate direct with each other and with the M. G. R. A. at A. H. Q. and the Commandant, School of Artillery (India), on technical and regimental matters.

#### **DUTIES OF C. R. A. AT H. Q. WESTERN (INDEPENDENT) DISTRICT.**

- 18-A. The Commander, Royal Artillery, Western (Independent) District, is the adviser to the District Commander in all artillery matters. His duties will follow generally those of Brigadier, Royal Artillery, as enumerated in paragraphs 13 to 18 above.

#### **DUTIES OF C. S. Os. AT COMMAND H. Qs.**

19. The C. S. O. in a command is the adviser to the G. O. C.-in-C on all matters affecting signals.
20. He is authorized to communicate direct with Os C, I S C units, C S. Os of other commands, with the S O.-in-C. and with the Commandant, Army Signal School, on technical and corps matters
21. He will, under the orders of the G. O. C.-in-C., supervise all signal training in the command, including the annual individual classification tests in units, and is responsible for the technical training of all I. S. C units in the command.
22. He will arrange for the necessary boards for the testing of individuals in their technical signal trades and will ensure that the tests are carried out in accordance with the standards laid down.
23. He will carry out the annual technical inspection of all I S C units in the command.
24. He will be responsible in conjunction with the G S for drawing up signal mobilization schemes for operations, internal security, etc.
25. He will advise the G S on the allotment to formations or units of vacancies in courses at the Army Signal School to ensure an even standard throughout the command.
26. He will control all military wireless stations within the command and arrange for co-operation, as necessary, between the Army, R. A. F. and civil systems
27. He will assist the administrative staff in the preparation of the annual budget estimate for expenditure on telegraphs and telephones within the command and will be responsible for the proper application of funds allotted for that purpose.
28. He will maintain close liaison with the local officials of the Posts and Telegraphs Department, and will be the only officer in the command authorized to deal with or to issue orders to them, or to representatives of civil telephone companies, in technical matters regarding signal communication services debitable to the defence services estimates including the installation of telephones
29. He will initiate the confidential reports on all Os C, I S C units in the command and will comment on the reports of all other officers of those units, in accordance with instructions issued from time to time by M S
30. Where such exist, he will inspect Posts and Telegraphs Department mobilization dumps once a year.

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**DUTIES OF C. S. O. AT H. Q. WESTERN (INDEPENDENT) DISTRICT.**

31. The Officer Commanding, Western (Independent) District Signals, will act as technical adviser to the District Commander on signal matters. He will perform the duties of Chief Signal Officer as enumerated in paragraphs 20, 21, 22, 24, 25, 26, 27, 28, and 30 above

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**DUTIES OF THE TECHNICAL EXAMINATION BRANCH.**

37. The Technical Examination Branch under the Chief Technical Examiner at A. H. Q. is responsible for visiting works and making test measurements during their progress and test examinations of works expenditure and for the technical examination of M. E. S. bills after payment.
38. The duty of the branch is to test whether the quantity and quality of the various classes of works set forth in the particulars, schedules of rates, bills of quantities, measurements, etc., on which payment is claimed, do in fact fairly represent the quantity and quality of the work actually executed.
39. The functions of the branch do not include any enquiry into the suitability of designs, specifications or conditions of contract for the M. E. S., or of any modifications made therein under the terms of the contract, nor do they include any examination of the quality of the workmanship or of the materials, except in so far as may be necessary to determine whether the proper description or schedule item is quoted and the proper price is charged under the contract. In the event of the quality of workmanship or materials being in dispute, however, the branch will pay special attention to that point.
40. For the efficient performance of its duties the branch will be supplied with full information and its visiting examiners will be afforded every assistance by complying with their demands for pertinent documents or information.

## APPENDIX II TO THE INSTRUCTIONS.

## SYLLABUS OF INDIAN ARMY EXAMINATIONS.

(Referred to in Instruction 56).

## I. Subject (b).—Lieutenants for promotion to captain.

Sub-head (1) (i). Part I.—Organization and administration of troops in barracks and in the field

Time allowed, two hours

Marks allotted, two hundred

No reference books will be allowed for answering this paper

A detailed knowledge of the duties of a company, or equivalent, commander in the candidate's own arm of the service in peace and war and a general knowledge of the following are required :—

The titles and scope of the official publications which concern the administration of his unit

The general system of the organization and administration of the I. A. including the A. F. I. and the I. T. F.

An outline of the armed forces throughout the Empire.

The regulations for mobilization of the candidate's unit.

Candidates will be set questions under the following and kindred heads :—

Discipline, arrest and military custody; investigation of charges; summary and minor punishments

Organization of education within the unit, including allotment of time and methods employed

Extensions, re-engagements and transfers, pay and messing

Clothing and equipment

Hygiene and sanitation

Civil employment on leaving the service

Draft-conducting

Supply of clothing, equipment, rations and ammunition in the field in advance of rail-head.

Evacuation of sick and wounded.

Pay in the field.

Billets, bivouacs, camps and their sanitation.

Damages and requisitions in the field.

Books recommended are those laid down in R. A. I., Instruction 515 for the candidate's own unit and —

## I. A. List.

Notes on the Land and Air Forces of the British Overseas Dominions, Colonies, Protectorates, Mandated Territories and Territories under Condominium (exclusive of India).

Field Service Regulations, Volumes I and II.

Training Regulations.

Army Manual of Sanitation.

Educational Training (Indian Army).

Regulations for the A. F. I.

Regulations for the I. T. F.



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39. The functions of the branch do not include any enquiry into the suitability of designs, specifications or conditions of contract for the M. E. S., or of any modifications made therein under the terms of the contract, nor do they include any examination of the quality of the workmanship or of the materials, except in so far as may be necessary to determine whether the proper description or schedule item is quoted and the proper price is charged under the contract. In the event of the quality of workmanship or materials being in dispute, however, the branch will pay special attention to that point.
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## APPENDIX II TO THE INSTRUCTIONS.

## SYLLABUS OF INDIAN ARMY EXAMINATIONS.

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## 1. Subject (b).—Lieutenants for promotion to captain.

Sub head (b) (i), Part I.—Organization and administration of troops in barracks and in the field.

Time allowed, two hours.

Marks allotted, two hundred.

No reference books will be allowed for answering this paper

A detailed knowledge of the duties of a company, or equivalent, commander in the candidate's own arm of the service in peace and war and a general knowledge of the following are required :—

The titles and scope of the official publications which concern the administration of his unit.

The general system of the organization and administration of the I. A. including the A. F. I. and the I. T. F.

An outline of the armed forces throughout the Empire

The regulations for mobilization of the candidate's unit.

Candidates will be set questions under the following and kindred heads :—

Discipline, arrest and military custody; investigation of charges; summary and minor punishments

Organization of education within the unit, including allotment of time and methods employed

Extensions, re-engagements and transfers, pay and messing

Clothing and equipment

Hygiene and sanitation

Civil employment on leaving the service.

Draft-conducting

Supply of clothing, equipment, rations and ammunition in the field in advance of rail-head.

Evacuation of sick and wounded.

Pay in the field.

Billets, bivouacs, camps and their sanitation.

Damages and requisitions in the field.

Books recommended are those laid down in R. A. I., Instruction 515 for the candidate's own unit and.—

## I A. List.

Notes on the Land and Air Forces of the British Overseas Dominions, Colonies, Protectorates, Mandated Territories and Territories under Condominium (exclusive of India)

Field Service Regulations, Volumes I and II.

Training Regulations.

Army Manual of Sanitation

Educational Training (Indian Army)

Regulations for the A. F. I.

Regulations for the I. T. F.

2. Subject (b).—Lieutenants for promotion to captain.

Sub-head (b) (i). Part II—Military Law.

Time allowed one and a half hours.

Marks allotted, one hundred

M. M. L., M. I. M. L., K. R., and R. A. I. will be allowed for answering this paper. These books may not contain any additions other than amendments made by Army Orders, I. A. Os, Army Council Instructions or A. Is. I.

Candidates should have sufficient knowledge of the arrangement of M. M. L. (including the A. A. and Rules of Procedure); M. I. M. L. (including the I. A. A., the I. A. A. Rules and the I. A. Suspension of Sentences Act); K. R. and R. A. I. to enable them to solve problems likely to arise in the course of their duties

Questions may be asked on the following subjects :—

Enlistment.

Offences and punishments, arrest, investigation of charges, powers of C. Os.

Courts-martial—preparation of case, evidence, convening of courts, procedure at trial, confirmation.

Penal deductions from pay, redress of wrongs, courts of inquiry.

Duties in aid of the civil power.

3. Subject (d).—Captains for promotion to major.

Sub-head (d) (i), part I—Organization and administration of troops in barracks and in the field

Time allowed, two hours

Marks allotted, two hundred

No reference books will be allowed for answering this paper.

The syllabus is the same as for (b) (i), Part I, except that candidates will be expected to show a detailed knowledge of the duties and powers of a C O in their own arm of the service in peace and war

Questions may be asked on the following subjects not included in the syllabus for (b) (i), Part I.—

Office routine and correspondence.

Messing, vanteens, regimental funds and institutes

Barrack damages

The principles and method of educational training

Sources of supply of personnel, material and animals

Books recommended are as laid down for (b) (i), Part I and in addition Institute Rules, (India), and Rules for the Conduct of Garrison and Regimental Institutes

4. Subject (d).—Captains for promotion to major.

Sub-head (d) (i), Part II—Military Law.

Time allowed, one and a half hours.

Marks allotted, one hundred.

M. M. L., M. I. M. L., K. R. and R. A. I. will be allowed for answering this paper. These books may not contain any additions other than amendments made by Army Orders, I. A. Os, Army Council Instructions or A. Is. I

In addition to the syllabus laid down for (b) (i), Part II, candidates should have a general knowledge of the history of military law, relation of officers and soldiers to civil life, employment of troops in aid of the civil power and the laws and usages of war.

5. Subject (f).—Lieutenants R. E. and Indian Corps of Engineers for promotion to Captains.

Sub-head (f) (i) Technical—Written (compulsory after 30th June 1940)

The examination will be as laid down in K. R., Appendix XI, for sub head (f) (i).

## Sub-head (f) (ii)—Technical—Practical.

1. The examination will be as laid down in K. R., Appendix XI sub-head (f) (ii) paras 1-3

2 The officer responsible for setting the project will be :—

(a) The commandant of a corps of S & M. for officers serving at the H. Q of S & M. Corps.

(b) The C. R. E. under whom the candidate is serving, or when the candidate is not under the command of a C. R. E., the C. E. of the command or independent district in which the candidate is stationed. A C. E. may detail one officer of the rank of lieutenant-colonel to set the projects for all candidates in the command or independent district.

3 C. Es will be responsible, in the case of projects set by Cs. R. E. that the setting is up to a reasonable standard. This does not apply to projects set by commandants of corps of S. & M

4 The conduct of the test will be as laid down in K. R., Appendix XI, sub-head (f) (ii), para 6.

5. The examination and marking will be carried out in accordance with the instructions contained in K. R., Appendix XI, sub-head (f) (ii), paras. 7, 8 and 9 as amended below --

(a) In para. 8, line 3, after "command" insert "or independent district".

(b) In para. 8, delete from "or" in line 4 to "Engineering" in line 5.

(c) Delete para. 9 and substitute :—

The examination and marking of the projects will be carried out by a board assembled by the C. E. of the command or independent district and will consist of the C. E. himself (or a lieutenant-colonel, R. E., deputed by him) as president and two majors, R. E., possessing suitable qualifications as members (one of the members may be a captain, fully qualified technically, who has passed for promotion to the rank of major)

C. Es will forward the projects, together with the criticisms of the officer setting the project and the remarks and marking of the C. Es board, to the E-in-C, who will decide as to whether the candidate has passed or failed and will communicate the results to the Under Secretary of State, the War Office, for R. E. officers, and the Military Secretary, A. H. Q. for officers of the Indian Corps of Engineers.

6 After confirmation by the E-in-C., the project and remarks will be returned to the candidate for retention through the C. E. and the officer setting the project.

7. An officer who fails to qualify in a test will not normally be set another within 3 months of his having carried out the previous test

## 6. Subject (g).—R. I. A. S. C. captains for promotion to major.

Two papers

Time allowed, three hours for each paper.

Marks allotted, two hundred for each paper.

Subject (g) (i) —Peace.

The organization, training and employment of the R. I. A. S. C. in peace, with special reference to the administration of supply and transport services in a district

Supplies in peace—method of provision, inspection, storage, issue and accounting.

The administration of animal transport and M. T. and the operation and maintenance of M. T.

The duties of the R. I. A. S. C. on mobilization

## Sub-head (g) (ii)—War.

The general organization and functions of the R. I. A. S. C. in war.

The detailed organization and operation of the supply and transport service in advance of rail or road heads.

The administration, operation and maintenance of M. T. in the field.

Field Service Regulations, Volume I.

P. & A. Regulations, India.

Pension Regulations, India.

R. A. I.

Civil Service Regulations.

Remount Regulations, India.

Remount Manual (War), India.

Standing Orders, A. R. D.

12. Departmental examination for qualification for transfer to the J. A. G.'s Dept.

(Referred to in Instruction 67).

(i) No books are allowed at this examination except in that portion of (b) which relates to framing a charge for a General Court-Martial and recording the proceedings, when M. M. L., M. I. M. L., or the Manual of Air Force Law, as the case may be, will be allowed.

(ii) The examination will consist of:—

(a) *Viva voce* examination by the Board on the A. A., Air Force Act, I. A. A., and books of regulations.

(b) Framing a charge for a General Court-Martial and recording the proceedings; reviewing the proceedings of a minor court-martial.

(c) Papers, about seven, of questions on the books and subjects given below.

(iii) Books and subjects on which examination is based

A. A. and Rules of Procedure

Discipline on board ship. M. M. L. Chapters 1, 3, 4, 5, 8, 10 and 12; general questions on other portions of M. M. L. for example the Regimental Debts Act and regulations thereunder.

Air Force Act and Rules of Procedure

Manual of Air Force Law, Chapters 1, 3, 4, 6 and 7.

I. A. A. and Rules.

M. I. M. L. Chapters 1, 2, 3, 4 and 7; general questions on other portions of M. I. M. L. for example the Indian Reserve Forces Act

Those portions of K. II. K. R. for the R. A. F. and R. A. I. that relate in any way to discipline or to legal matters

R. W. in respect of any matter to which reference is made in M. M. L., Criminal Law of England, Indian Penal Code, English and Indian Law of Evidence.

13. Departmental examination for officers of the Cantonment Dept.

(Referred to in Instruction 103).

Paper I.—The Cantonments Act.

Paper II.—Cantonment Finance and Accounts

Paper III.—Cantonment Property Rules.

Cantonment Property Rules as applied to cantonments in Indian States.

Cantonment Fund Servants' Rules.

Fundamental Rules as applicable to Cantonment Fund Servants.

Government Servants' Conduct Rules.

Paper IV.—(With books)

Cattle Trespass Act, 1871.

Local Authorities Loans Act, 1914.

The Municipal Taxation Act, 1881.

The Provident Fund Act, 1925.

The General Clauses Act, 1897.  
The Government Buildings Act, 1899.  
The Cantonments (House Accommodation) Act, 1923.  
The Indian Electricity Act, 1910.  
The Hackney Carriage Act, 1879.  
The Stamp Act, 1899.  
The Indian Limitation Act, 1908.  
The Indian Contract Act, 1872.  
The Indian Easements Act, 1882.

Paper V.—The Cantonment Land Administration Rules.

The Cantonment Land Administration Rules as applied to cantonments in Indian States.

Paper VI.—Complementary Land Rules.

Rules for the purchase and sale of immovable property.

Paper VII.—Suit Rules.

Paper VIII.—(With books)

The Transfer of Property Act, 1882.

The Land Acquisition Act, 1894.

The Indian Registration Act, 1908.

The Rules, Regulations and Orders for the grant of sites in Cantonments.

Paper IX.—Sanitation and Office Administration.

Agriculture and Arboriculture

Land Revenue.

For the purpose of preparation for this examination the following text books and publications may be referred to:—

A Treatise on Hygiene and Public Health, by Birendra Nath Ghose and Jahar Lal Doss (Hilton & Co, Calcutta)

Lessons on Indian Agriculture, by Dr D Clouston, C I E., (MacMillan & Co, Calcutta and Bombay).

Notes on Road-side Arboriculture, by W. R Musto (Government Press, Lahore).

Municipality of Bombay, Office Manual, Part I.

Central Provinces Land Revenue Act, 1917.

11. Government responsibility.—When applicants are provided with employment the responsibility of R. Os, etc., ceases.

12. Rail fares.—When an employer agrees to pay railway fares and travelling expenses he will settle with his employee on arrival. If, however, he desires to make payment in advance the money should be remitted to the R. O., etc., who will purchase the ticket and take a receipt from the employee, informing the employer accordingly.

13. Special conditions for reservists.—Special conditions for reservists taking up civil employment are laid down in Rules 268, 273 and 274.

## APPENDIX IV TO THE INSTRUCTIONS.

## EXAMINATIONS OF INDIAN N. C. Os. FOR PROMOTION TO V. C. O. OR W. O.

(Referred to in Instruction 191)

1. The syllabus for the examination for Indian N. C. Os. of cavalry, R. A., Indian Regiment of Artillery, S. & M., I. S. C., and infantry units for promotion to V. C. O. or W. O. is given in the following table.
2. The syllabus for promotion in other technical arms and additional qualifications required for promotion to non-commissioned rank in R. A. units and the Indian Regiment of Artillery are laid down in the regulations applicable to such arms and such Standing Orders as are published from time to time.
3. Candidates in possession of the I. A. first class certificate of education are exempt from passing in subject (b)
4. Candidates qualified at the Kitchener College are exempt from passing in subjects (b), (c) and (e), except N. C. Os. of S. & M. units who will be exempt from passing in subjects (b) and (e) only.
5. Candidates qualified at the educational wing of the Army School of Education are exempt from passing in subjects (b) and (e).
6. Candidates of mounted units who have passed a qualifying course at the Equitation School are exempt from passing in subject (d).
7. Candidates for promotion in R. A. units apart from Mountain Artillery are exempt from passing in subject (c)
8. Candidates for promotion in Heavy Artillery, R. A. are exempt from passing in subject (d)

## SYLLABUS FOR THE EXAMINATION OF INDIAN N. C. Os. FOR PROMOTION TO V. C. O. OR W. O.

Subject	PART I—PRACTICAL.				PART II—WRIT- TEN (To be answered in Roman-Urdu).
	(a)	(b)	(c)	(d)	(e)
	Drill	Map Reading.	Tactical exercise, including the writing of messages in Roman-Urdu. The scheme to involve the handling of the sub-unit or unit mentioned.	Equitation and stable management or driving, care and maintenance of M. T.	Discipline and interior economy dealt with in the unit or sub-unit mentioned. Administrative duties to include questions of pay, messing and sanitation.
Cavalry	Drill up to a squadron.	Map Reading	A troop	Equitation and stable management and instruction in sword, and lance, if so armed.	A troop.



## APPENDIX V TO THE INSTRUCTIONS.

## CLASSIFICATION OF DEFENCES.

(Referred to in Instruction 562.)

1. Defences are classified by the C. G. S., in accordance with their readiness for occupation, and their type. A list of defences is given in para. 20 of this Appendix.
2. When considered necessary and advisable by G. Os. C-in-C. commands, clearance zones (A. B. and C.) will be prescribed and clearly demarcated in the vicinity of all works of defence and all land within such zones will be dealt with in accordance with the Indian Works of Defence Act, 1903.
3. When a clearance zone has been notified, except in so far as the notification may authorize modifications, no infringement of the restrictions imposed under the act shall be permitted without the previous approval of the O. C. or the district commander within their powers of exemption as specified in the act or by the G. of I.
4. Without the previous sanction of the G. of I. no state land within the prescribed clearance zone shall be transferred to, sold to, exchanged with, or permanently occupied by any private person or municipality or corporation not immediately subject to the executive orders of the G. of I.
5. Whenever expenditure is to be incurred from military funds, or whenever military lands or buildings are affected, proposals for new works of defence, or for additions or alterations to works of defence costing over twenty thousand rupees or for any changes in clearance zone, will be submitted to the C. G. S. who will obtain the sanction of the G. of I.
6. Additions and alterations to works of defence costing not more than twenty thousand rupees may be approved as special works, under the rules contained in Regulations for the M. E. S.
7. When a local administration wishes to construct a defensive work the entire cost of the work will be borne by the local administration. In the case of the N. W. F. P. and the province of Baluchistan, the brigade commander in whose area military posts are to be constructed will be responsible:—
  - (i) for the siting of the posts and obstacles.
  - (ii) that the posts are defensible in every respect.
  - (iii) that the loopholes, especially those for automatic weapons, are efficiently sited for the purpose for which they are intended.
  - (iv) that railway buildings on a line exposed to tribal attack are sited to the best advantage to meet both military and railway requirements. In the case of posts for scouts and militia built from civil funds which may at times be occupied by regular troops, the head of the local administration will nominate a committee of officers from his staff to select sites and draw up plans. In order to safeguard military interests the commander of the district in which a new post is to be located will be requested to nominate an experienced military officer as a member of the committee. In the event of any difference of opinion the matter will be referred to the G. O. C-in-C. command concerned for his decision.
8. Plans of all works of defence in their areas will be maintained at brigade, district and command H. Qs.
9. Copies of plans of 'Class I Defences' will be maintained by the C. G. S.
10. The district commander will inform all concerned of any corrections to the plans.
11. Plans will comprise a general plan of the whole defences showing the clearance zones and also large scale plans and sections of important portions.

12. A plan of the prescribed zone will be prepared on a scale sufficiently large to show all existing buildings, variations of ground level, tanks, hedges, trees, etc., the maintenance of which has been permitted. These will also be entered on a schedule attached to the plan. The original plan and schedule will be kept by the O. C. station, who will keep them corrected up to date and will ensure that the deviations approved by competent authority have been noted on each, the number, and date of the approving letter being quoted on the schedule. The original plan and schedule will never leave the station, a copy being made when required.
13. On handing over command of the station the relieved officer will furnish his successor with a certificate to the effect that the plan and schedule have been corrected up to date.
14. District commanders are responsible for the condition of all works of defence in their areas and for seeing the rules regarding the demarcation and control of clearance zones are strictly observed. They will arrange for the annual inspection of every work of defence and obtain a report in each case as follows:—

(i) Defects and deficiencies.

(ii) A certificate that the plan and the schedule of the clearance zone has been compared with the actual buildings, etc., on the ground and that no buildings, etc., have been erected other than those noted in the certificate.

(iii) Any action taken or proposed to be taken locally to remedy defects, etc., brought to notice.

(iv) Any additions or alterations carried out since the last report.

(v) Any additions or alterations authorized but not yet completed, giving in each case the authority, amount of the estimate and the probable date of completion.

(vi) Further additions and alterations recommended showing in each case the approximate cost and necessity.

District commanders are responsible for rectifying any defects, etc., brought to notice under items (i), (ii), (iii) and (v), and for reporting to higher authority any authorized additions or alterations carried out under item (iv), and any major defects and deficiencies, in the case of defences classified in Category 'X', Class I, to the C. G. S through command H. Q. and in the case of all other defences to command H. Q.

An officer of the M. E. S. will accompany the officer detailed to carry out the inspection.

Reports on the following works of defence are required at the intervals stated:—  
Drosh and Chitral—after relief of regular troops.

Dibrugarh—two years.

Gizantse—two years.

Colgate—three years.

Chilas and Gupis—five years.

Provided that, with the written approval of the Commanding Officer and on such conditions as he may prescribe a building or other construction on the surface may be maintained, and, open railing and dry brushwood fences may be exempted from this prohibition."

20. List of Forts and Defences.—In certain cases the zone has not been so specified but nevertheless arrangements have been made locally by the civil and military authorities to prohibit building, etc., which might stand in the way of the defence

## CATEGORY 'X'.

## CLASS I.

## Northern Command.

Nil.

Class of  
Zone.

## Western Command.

Karachi Defences . . . . . C.

## Eastern Command.

Nil.

## Southern Command.

Bombay Defences . . . . .  
Madras Port Defences . . . . . Special rules

## CLASS II

## Northern Command.

Ferozepore Arsenal . . . . .	A
Rawalpindi Arsenal . . . . .	B
Rawalpindi Assembly Factory . . . . .	B
Peshawar Base Supply Depot . . . . .	
Lahore (Ordnance Depot)	

## Western Command.

Nil

## Eastern Command.

Allahabad Arsenal . . . . .	B.
Fort William (Ordnance Depot) . . . . .	Special rules.
Cawnpore (Harness & Saddlery Factory) . . . . .	A
Cossipore (Gun & Shell Factory) . . . . .	
Jahapore (Rifle Factory & Metal and Steel Factory)	B.

## Southern Command.

Kirkee Keep (Arsenal & Ammunition Factory) . . . . .	B.
Jubbulpore (Gun Carriage Factory) . . . . .	A.

CATEGORY 'X'—*concd.*

## CLASS III.

Northern Command—*contd.*

	Class of Zone.
(a) <i>Cis-Indus</i>	
Attock Fort . . . . .	A.
Amritsar (Fort Govindgarh) . . . . .	A. & B.
Multan (The Fort) . . . . .	A.
(b) <i>Trans-Indus</i>	
Akalgarh (D. I. K.) . . . . .	*
Ali Masjid . . . . .	*
Arawali . . . . .	*
Bagh . . . . .	..
Bannu (Fort Edwardes) . . . . .	*
Bara . . . . .	A.
Chakdara . . . . .	..
Chappri Water Works (Cherat) . . . . .	..
Chilas . . . . .	..
Chitral . . . . .	A.
Dargai . . . . .	.
Drosh . . . . .	.
Fort Salop . . . . .	.
Fort Milward . . . . .	.
Jamrud . . . . .	*
Jhansi Post . . . . .	..
Khyber Posts . . . . .	*
Kohat . . . . .	B.
Kohat Controlled Area . . . . .	C.
Landi Kotal . . . . .	..
Manzai . . . . .	A.*
Mir Ali . . . . .	*
Malakand Defences . . . . .	A.
Peshawar . . . . .	A. & B.
Razmak . . . . .	*
Samana Forts (Sangar, Fort Lockhart & Gulistan) . . . . .	A.
Shagni . . . . .	..
Thal . . . . .	A.
Wana . . . . .	*

CATEGORY 'Y':—*contd.*

CLASS III—contd

Class of  
Zone.

Eastern Command—contd.

[illegible]

**Southern Command.**

[illegible]

## CATEGORY 'Z'.

## (a) Bridge Defences

River or Nullah.	Name of Bridge.	Nearest Railway Station.	Class of Zone.
NORTHERN COMMAND			
Baghiana	Baghiana	Takti-i-Bhai	Nil.
Bhai Khan	Bhai Khan	Musa Keawal	A.
Bishan Daur	Bishan Daur	Musa Keawal	A.
Chablat	Chablat	Burhan	A.
Chenab	Ramawalla (Sher Shah)	Sher Shah	A.
Chenab	Alexandara	Wazirabad	A.
Chenab	Chenab River (Road)		
Chenab	Riaz	Chund	A.
Chingai	Baghiana	Jamrud	Nil.
Ferozepore Weir	Ferozepore Weir	Gandasinghawali	B.
Haro	Haro	Lawrencepur	A.
Indus	Attock	Attock	A.
Indus	Khushalgarh	Khushalgarh	A.
Indus	Kalabagh	Mari Indus	C.
Indus	Indus	Kotri	A.
Jhelum	Jhelum	Jhelum	A.
Kabul	Kabul River Bridge	Kabul River Railway Station.	A.
Khyber Road.	Mackeson	Shagai	A.
Kurang	Kurang	Chaklala	A.
Lakhora	Lakhora	Sakbakot	A.
Palkhu Nala	Palkhu Nala	Wazirabad	A.
Ravi	Ravi	Shahdara	A.
Sutlej	Ferozepore Weir	Ferozepore	A.
Sutlej	Sutlej	Phillaur	A.
Sutlej	Adamwahan	Adamwahan	Nil.
Swat	Connaught	Dargai	Nil.
Tangi	Tangi	Landi Kotal	Nil.
WESTERN COMMAND			
Indus	Sukkur	Sukkur	A.
Indus	Land-downo	Rohri	C.
Indus	Kotri	Kotri	C.
Peshin Lora	Peshin Lora	Salyid Hamid	A.
EASTERN COMMAND.			
Barak	Badarpur	Silchar	Nil.
Ganges	Cawnpore No. 110	Cawnpore	A.
Ganges	Dufferin	Bonares	A.
Ganges	Curzon	Allahabad	B.
Gogra	Elgin	Bahramghat	A.
Hooghly	Bally Bridge	Bally	A.
Jumna	Jumna	Agra Fort	A.
Jumna	Strachey	Agra City	A.
Jumna	Jumna	Allahabad	B.
Jumna	Jumna	Delhi	A.
Jumna	Kalpi	Kalpi	A.

CATEGORY 'Z'—*contd.*(a) Bridge Defences—*contd.*

## SOUTHERN COMMAND.

Nil.

## (b) Railway Defences.

Class of  
Zone.

## NORTHERN COMMAND.

Moghalpura Railway Workshops . . . . .

## WESTERN COMMAND.

Khojak Tunnel . . . . . \*

Sibi-Bolan Railway . . . . . \*

Sibi-Harnai-Bostan Railway . . . . . \*

## EASTERN COMMAND.

Nil.

## SOUTHERN COMMAND.

Nil.

## \*Building in the vicinity prohibited by civil authorities

21. The district or brigade commander concerned is responsible that no unauthorized persons gain admittance to such works of defence as it is desirable to protect from intrusion, and that such persons shall not be given opportunities for inspecting, sketching or photographing these works from the outside. To facilitate the working of the Official Secrets Act, it is desirable that notices prohibiting drawing, photographing, etc., should be displayed in prominent positions outside these defences or portions of these defences.
22. Application for passes to enter defence should be made to the brigade or district commander. In the case of I. A. O. C. establishments, application should be made to the Superintendent, C. O. O. or O. O. in charge. In the case of wireless telegraphy stations, permission to enter the wireless building, as distinct from the defence enclosure, may be given by the superintendent of telegraphs concerned. All passes to defence works, etc., will be registered by the issuing authority in a book, with full particulars in each case. The period for which a pass is available will be clearly stated on the pass. All passes must be surrendered to the O. i/c of the defence work, arsenal, etc., when they expire, and returned by him to the issuing authority for destruction. Officers issuing passes may make any subsidiary rules to govern admission to defences or I. A. O. C. establishments as are necessary.
23. Except in the course of duty, no one admitted to any defensive work or portion of a defensive work to which these instructions apply is permitted to make any written note, drawing, photograph, or measurement of any work, whether completely constructed or not, nor of any gun, machinery or apparatus. No restriction is, however, placed on the photographing, sketching or measuring of buildings or purely archaeological interest in inland forts, if these buildings do not form a portion of the defences to which it is considered undesirable to admit the public.

24. Admission will be regulated as follows :—

Class of defence, etc.	Individuals.	Description of pass or order required for each individual.
(i) Class I defences, position finding stations and electric light establishments, aircraft stations, power stations and their enclosures, and the enclosures of wireless telegraphy stations.	Troops under arms . . .	Under rules made by the brigade commander or in the case of persons employed on the construction or maintenance of works, within the enclosure of a wireless telegraphy station on a pass signed by the superintendent of telegraphs.
	Persons employed on the construction and maintenance of works.	
	Residents, their servants, tradesmen, and visitors to the residential portions only.	
	Officers and Soldiers of His Majesty's forces, in uniform.	Yellow pass (I. A. F. Z 2029, <i>vide</i> I. A. F. Z 2001) issued by the brigade commander or in the case of persons employed on the construction or maintenance of works within the enclosure of a wireless telegraphy station on a pass signed by the superintendent of telegraphs.
	Civilians, being British subjects employed in connection with the defences.	
	Officers and soldiers of His Majesty's forces, not in uniform.	Red pass (I. A. F. Z 2028, <i>vide</i> I. A. F. Z 2001) issued by the district commander and countersigned by the superintendent of telegraphs in the case of wireless telegraphy buildings.
	Civilians, being British subjects.	
	Foreigners . . . . .	Blue pass issued by the C. G. S. with the sanction of the G. of I.
(ii) Such portions of class (II) and class III defences and such other defence works to which in the opinion of the district commander it is desirable to restrict admission.	Troops under arms	Under rules for admission made by the station commander  Officers are required to give their names and addresses
	Officers and soldiers of His Majesty's forces in uniform	
	Persons employed under proper authority on the maintenance and construction of works in the defences	



Class of defence, etc.	Individuals.	Description of pass or order required for each individual.
	Residents, their visitors, and servants to the residential portions only.	
	Officers and soldiers of His Majesty's forces out of uniform.  Civilians who are British subjects.	Yellow pass, issued by the station commander.
	Foreigners . . . .	Blue pass, issued by the C. G. S. with the sanction of the G. of I
(in) I. A. O. C. establishments, and ordnance and clothing factories.	Troops under arms . . .  Officers and soldiers of H. M.'s forces.  Persons employed under proper authority either in the construction or maintenance of the defences or by the ordnance services.	(a) Admission during non-working hours  No person will be allowed to enter an I. A. O. C. establishment, etc. when it is closed except the following —  (i) A military officer on duty, who may enter at any time.  (ii) The subordinate on gate duty, who must however, be accompanied by the guard commander  (iii) The guard commander and such sentries and patrols as are authorized in the performance of their duties  (iv) Workmen of the M. T. S. under efficient supervision arranged by the military commander, during such hours as may be mutually agreed upon by him and the M. T. S.

Class of defence, etc.	Individuals.	Description of pass or order required for each individual.
		<p>(v) Such individuals, in cases of emergency, as the military commander may authorize in local defence, fire or other orders.</p> <p>(b) Admission during working hours.</p> <p>(i) Officers and other ranks in uniform have free access to an I. A. O. C. establishment, etc., when on duty but all persons in plain clothes, when not on duty, must be in possession of a pass (I. A. F. Z 2031).</p> <p>(ii) All visitors, before entering an I. A. O. C. establishment, etc., will sign the visitors' book which will be maintained at the gate office; names, rank, addresses and business (or the name of the officer they wish to interview) will be entered.</p> <p>(iii) Servants of officers and others will only be admitted when in possession of a pass, which will be issued under the orders of the Superintendent, C. O. O. or O. O., by whom a record of such passes will be maintained.</p> <p>(iv) A person in plain clothes not in possession of a pass will be detained in the gate office until sanction for his admission has been obtained from the Superintendent, C. O. O. or O. O. or an officer deputed by them.</p> <p>(v) After signing the visitor's book, officers and other ranks in uniform, and persons in plain clothes possessing a pass will be conducted to the officer concerned.</p>

Class of defence, etc.	Individuals.	Description of pass or order required for each individual.
	Contractors	Will be admitted during working hours only. They must be in possession of a contractors' pass (I. A. F. O 1662) and will sign the visitors' book on each occasion of entering, times of arrival and departure being noted by the gate-keeper. They will be conducted to the officer concerned and neither they nor their agents will be permitted to visit workshops, stock groups, etc.
	Civilians being British subjects	Pink pass (I. A. F. Z 2031) issued by the Superintendent, C. O. O. or O. O.
	Foreigners	Green pass issued by the C. G. S. with the sanction of the G. of I.

The Superintendent, C. O. O. or O. O. may permit any person to visit an I. A. O. C. establishment, etc., who is known to him or to a member of his staff who can vouch for him. Duly accredited representatives of firms may be admitted but are to be restricted to the offices only. Intending visitors unknown to the Staff of the I. A. O. C. establishment, etc., will apply to either the local civil or military authorities. These authorities will inform the Superintendent, C. O. O. or O. O. if they consider the intending visitor a fit person to be shown over the establishment. The Superintendent, C. O. O. or O. O. is, however, the authority responsible for the issue of passes.

Whenever urgent work necessitates the entry of ordnance personnel during non working hours, the establishment will be taken over from the guard commander or head chowkidar and opened in the ordinary way as at the opening hour. Upon the completion of such work, the establishment will be closed and handed over to the guard commander or head chowkidar.



where such permission has been granted. If the reason for suspension is a serious breach of the rules, the facts of which are beyond dispute, permission to take off from the ground for purposes of departure may be refused but in these circumstances a report should be made immediately by telegram to air Headquarters. The designation of the "local military authority" is entered in the "Register of Aerodromes and Landing Grounds in India" against each individual landing ground.

Technical control of landing grounds rests with the Cs. R. E. acting through their local representatives, who are responsible for immediate report to the station commander of any infringement of the rules and conditions of permit to use.

#### 4. Maintenance, Inspection and Reports.

- (i) Maintenance.—Normal landing grounds will be kept in thorough repair. Co-operation landing grounds will be repaired or temporary ones prepared only when required for use. Co-operation landing grounds if required for co operation will be repaired or prepared under the instructions of the district commander but if required for purely Air Force purposes that will be done under instructions from Air H. Q., after the consent of the local Army authority has been obtained. Civil landing grounds can always be expected to be in repair but political landing grounds are only repaired when special arrangements are made.
- (ii) Inspections.—All new grounds, permanent or temporary, will be inspected and reported on by a Air Force officer when initially prepared and again after the completion of their preparation. The inspecting Air Force officers will be detailed by the following authorities:—

For grounds in	Detailing R. A. F. authority.
Kohat and Waziristan Districts . . .	O. C. , No. 1 Wing, Kohat.
Peshawar and Rawalpindi Districts . . .	O. C., No. 2 Wing, Risalpur.
Lahore District	O. C., Squadron, Ambala.
Baluchistan District, and Zhob (Independent)	
" " " " " "	O. C., No. 3 Wing, Quetta.
" " " " " "	O. C., Aircraft Depot, Karachi.
and all	
" " " " " "	Air H. Q.

The quarterly inspections of normal landing grounds in Army or Air Force charge will be carried out in Northern and Western Commands by the Air Force authorities mentioned and in Southern and Eastern Commands under the orders of the C. R. E. concerned. Quarterly inspections of landing grounds in Indian States will be carried out under the orders of Air H. Q.

- (iii) Reports.—Whenever a normal landing ground is unfit for use, a report will be telegraphed by the local G. E. to Air H. Q. and to the local military authority if he is a Air Force officer.

**5 Policy.**—Landing ground policy is decided by A H Q., and Air H Q. For economy, co-operation, and protection, normal landing grounds should be chosen, if possible in or near cantonments, and co-operation landing grounds either in cantonments or alongside training and practice camps. If a site for a landing ground can be found in cantonments on grounds not used by the garrison for training or recreation, the site will be transferred to the charge of the Air Force and the ground will be classified as a normal landing ground. If the site chosen is also used by troops for training or recreation, the classification of the ground will depend on the amount of interference caused to the troops by its use as a landing ground by the Air Force. The Army has the prior use of such grounds and may resume complete occupation should circumstances necessitate such action. If the interference is considered by the local Army authorities to be negligible, the ground will be classified as a normal landing ground but the charge of the ground will be retained by the Army. If the interference is held to be considerable and the

ground can only be put at the disposal of the Air Force on special occasions, the ground will be classified as a co-operation landing ground. If the construction of the ground would permanently interfere with the recreation of training of troops, the ground will be earmarked only and classified as an unprepared landing ground.

6. Procedure for acquisition, etc.—The essential preliminary to the acquisition or preparation of any new landing ground is inspection and report by a Air Force officer submitted to and approved technically by the A. O. C.

Proposals for normal landing grounds are usually initiated by Air H. Q. or the local Air Force authorities. An inspection will be made by a Air Force officer in communication with the local Army authorities and a report will be submitted to Air H. Q. If the proposal is accepted by the A. O. C. he will, after consulting Air H. Q., forward it to the G. O. C.-in-C command concerned. On receipt of the concurrence of the G. O. C.-in-C command the A. O. C. will obtain the final approval of Air H. Q. Subsequent procedure will depend on the category of the land selected. If the site is outside cantonments, the procedure laid down in Part II of the "Rules complementary to the Cantonment Land Administration Rules 1937" will be followed. If inside cantonments and the land has to be transferred to the Air Force, the procedure will follow the "Cantonment Land Administration Rules, 1937". If no transfer is necessary the approval of Air H. Q. will be communicated to the command concerned and arrangements made for the preparation of the ground.

Proposals for co-operation landing grounds, permanent or temporary, will be initiated by the local Army authorities. They will ask for the services of a Air Force officer for the necessary inspection and report from the local Air Force authority or from Air H. Q. as laid down in para 4 (ii). The Air Force officer's report will be sent to the local Army authority and forwarded by him through the G. O. C.-in-C command to Air H. Q. The A. O. C., after recording his opinion as to whether the site selected is technically suitable for use by aircraft will pass the proposal to Air H. Q. for further necessary action. Subsequent procedure will depend on the class of land to be acquired as below—

- (i) In the case of permanent co-operation landing grounds outside cantonment limits the procedure is governed by the "Rules, complementary to the Cantonment Land Administration Rules, 1937"
- (ii) In the case of temporary co-operation landing grounds outside cantonment limits, the procedure is governed by Regulations for the M. E. S., para 221
- (iii) In the case of permanent co-operation landing grounds within cantonment limits, if transfer of land is necessary, the "Cantonment Land Administration Rules, 1937," will be followed. If no transfer of land is required, the preparation of the landing ground will be carried out under the orders of the G. O. C.-in-C command. On its completion a Air Force officer will be detailed to inspect the ground.

Proposals for the abandonment or reclassification of grounds will be forwarded by local Army and Air Force authorities to Air H. Q. and Air H. Q. respectively through the authorized channels.

In the event of a landing ground being required in an Indian state the approval of the Political Department will be obtained through Air H. Q. After that approval has been obtained, the local Air Force authority will address the local political authority and request him to approach the State authorities in the matter. Thereafter all negotiations with the State authorities should be conducted either through the local political authority or in communication with him.

These rules do not apply to the acquisition, etc., of civil or political landing grounds.

7. Use by civil aviators—For the purpose of their use by civil aviators, areas of military land on which aircraft can land are divided into Air Force aerodromes, that is landing grounds at which Air Force units are stationed, military landing grounds either in Army or Air Force charge and other military areas on which aircraft can land but which are not recognized landing grounds.

Civil aircraft are forbidden to navigate in or land on any landing grounds in the administered districts and political agencies of the N.-W. F. P. and in the area in British Baluchistan and the Baluchistan Agency territories and Kalat State as enumerated in clauses (a) to (f) below :—

- (a) The District of Zhob.
- (b) The part of the Districts of Sibi and Loralai lying to the north of the parallel of latitude passing through Kach
- (c) The Quetta-Pishin District with the exception of territory lying to the south and east of the railway line from Kach through Bostan and Quetta to Spezand and with the exception of territory lying within a radius of 15 miles from Quetta railway station
- (d) That part of the District of Chagai lying to the north of the railway line from Spezand through Nushki and Dalbandin to Duzdap and all territory lying south of the railway within 20 miles of the Persia-Baluchistan Frontier
- (e) All territory in Kalat State lying west and north of the railway line from Quetta via Spezand and Nushki, with the exception of territory lying within a radius of 15 miles from Quetta railway station, and
- (f) All territory in Kalat State comprised within a zone of 20 miles width east of the Persia-Baluchistan Frontier, bounded on the north by the District of Chagai and on the south by the parallel of latitude 26

8. Conditions of use by civil aviators.—These landing grounds are only available for occasional use by civil aviators, provided due notice is given as shown below and the prior permission of the local military authority concerned is obtained. These grounds will not be available for use by scheduled air services, nor for displays or for the carrying of passengers for local flights, but may be used by commercial as well as private aircraft when engaged on *bona fide* long distance flights. These landing grounds are not necessarily maintained in a serviceable condition and their condition is not notified

Name of landing ground.	Conditions
Lucknow and Agra	indicate to an approaching aviator that the range is in use or that the firing has ceased. On C. range parties or other military authorities are not responsible for any accidents. The United Provinces Flying Club have special permission to use the Army landing ground at Lucknow.
Cannanore	Ten days' notice. Landings only permitted between ten A.M. and four P.M. Tata Sons Ltd. have been granted special permission for the use of the ground on the regular air mail service
Ahmednagar . Dhannuri . Morut . Neemuch .	Two days' notice.
Bareilly .	Twenty-four hours' notice.
Mhow .	Twenty-four hours' notice. No landings permitted during the monsoon season owing to black cotton soil.

Name of landing ground	Conditions.
Benares . . .	Twenty-four hours' notice.
Sialkot . . .	Twenty-four hours' notice. Not more than one landing per week, on days other than Thursdays and Sundays. Landings only permitted between nine A.M. and one P.M. on week days and between nine A.M. and five P.M. on Sundays
Baroda . . .	Twenty-four hours' notice. Landings only permitted between ten A.M. and five P.M.
Dhana (Saugor) . . .	} Twelve hours' notice.
Jhelum . . .	
Jullundur . . .	
Auritsai . . .	Two hours' notice
Ferozepore . . .	To be used only in cases of emergency. Although technically on R. A. F. charge the military enjoy the right of holding parades, etc.
Loralai . . .	For the use of civil officers only.

**9. Civil aviation and Landing Charges.**—No building of any kind for civil aviation purposes will be constructed on the landing grounds on Army charge.

These grounds will continue to be maintained from the Defence Services Estimates, but those which are used primarily as parade or recreation grounds for the Army will not be maintained up to any higher standard for civil aviation purposes at the cost of the Defence Services Estimates

It will remain at the discretion of the local military authorities to claim a revision of the conditions governing the use of landing grounds on Army charge by civil aircraft, if at any time the number of applications for the use of any ground by civil aircraft becomes so large as to interfere with the use of the ground by troops, or to indicate that more than a casual or occasional landing is required for civil aviation

The landing grounds on Army charge are in no case to be used or claimed for regular commercial air services. The Army authorities are in no way responsible for the reception of civil aircraft. No charge will be levied for landings which are duly authorized by the local military authorities

Civil aviators using Army landing grounds or areas without the prior permission of the local military authority will pay landing charges at twenty times the normal scale of charges laid down for class AA aircraft irrespective of the type of aircraft landing. AA aircraft are small type aircraft occupying less than five hundred square feet of floor space. Any repetition of the offence by a particular individual will lead to all grounds on Army charge being definitely put out of bounds to the offender. Charges will not be collected when landings are made in real emergencies. Discretionary powers are delegated to the local military authority of accepting genuine explanations afforded by pilots for breaches of these rules.

Landing charges will be collected, when unauthorized landings are made in the vicinity of barracks, by the local military authority who will be held responsible that amounts thus collected are credited to the State in the same manner as normal landing charges. In cases of landings on grounds or areas distant from barracks, where no reasonable opportunities exist for the collection of landing fees,



the Director of Civil Aviation will collect these charges provided particulars of the machine, pilot, and date of landing are furnished to him. These particulars will also be intimated to A. H. Q.

On each occasion that charges for unauthorized landings are collected from civil aviators, intimation will be sent to A. H. Q.

Petrol, oil and aviation stores will not be supplied by the Army or Air Force to civil aviators at military landing grounds or other military areas. At all landing grounds, other than Air Force aerodromes, individuals or civil firms using them will provide any picketting gear required for aircraft, any accommodation required for the crews of aircraft and adequate guards or other protection to aircraft by day or night. They are also responsible for the delivery and safe custody of any stores required by them.

10. **Use of Landing Grounds on Air Force charge.**—With the exception of Multan and Ferozepore the special circumstances of which are referred to in para 8, civil aviators may use Air Force landing grounds free of charge and without special permission at any time as a point of call on long distance flights or when it is desired to pick up a passenger or other load for transport to another place, provided no such flights are undertaken for commercial purposes. Permission to use these grounds for any other purpose must be obtained from Air H Q through the Director of Civil Aviation. When special permission has been given for the use of the ground for purposes other than those for which no permission is necessary, the aviator using the ground will be required to produce on demand a certificate issued by the D C A. in consultation with Air Headquarters, authorising such use.

Occasion may however, arise when the Air Force may ask the local military authority to act on their behalf for some specific purpose. In such cases full details will be furnished by Air H Q.

The extent to which aerodromes and landing grounds on Air Force charge may be used by civil aviators is promulgated in Air Force Instructions from time to time.



## APPENDIX VIII TO THE INSTRUCTIONS.

## ALLOTMENT OF UNIT AND CORPS NUMBERS.

(Referred to in Instruction 535.)

The series of numbers to be used by various units and corps are as follows. The officers mentioned in the last column are Os. i/c. records of the respective units

Branch of Service	Series.	Allotted by
Indian cavalry groups . . .	1 to 35,000 . . .	O. C. training regiment.
R. A. other than Light and Mountain Artillery	1 to 99,999 . . .	Commandant, R. A. T. C.
Indian Regiment of Artillery	100,000 to 115,000 . . .	Do
Light and Mountain Artillery	1 to 100,000 . . .	Commandant, M. A. T. C.
Q. V. O. Madras S. & M.	1 to 19,999 . . .	Commandant of the Corps
K. G. V. O. Bengal S. & M. .	20,000 to 39,999 . . .	Do
Royal Bombay S. & M.	40,000 to 60,000 . . .	Do.
Indian Signal Corps . . .	1 to 10,000 . . .	Commandant, Signal Training Centre.
Indian Infantry regiments . .	1 to 100,000 . . .	O. C., T. B.
1st Battalions of Gurkha regiments.	1 to 5,000 . . .	O. C. battalion *
2nd Battalions of Gurkha regiments.	5,001 to 10,000 . . .	Do *
Indian farriers of British Cavalry.	121 to 300 . . .	R. O., Lahore

Non-combatants enrolled into the units mentioned above will be allotted numbers under unit arrangements and not from the series of numbers here allotted.

\*Non effective records of Gurkha officers and soldiers are maintained by the Gurkha Record Office at Kunraghat and Ghoom.

Branch of Service.	Series.		Allotted by
	For men enrolled in peace	For men enrolled on mobilization.	
<b>R. I. A. S. C. —</b>			
(i) Non-combatants of the supply branch, except clerks, storekeepers and checkers.	S 1 to S. 18,000	S. 730,001 to S. 760,000.	O. i/c R. I. A. S. C. Records.
(ii) All clerks, storekeepers and checkers (except M. T. storekeepers) of the R. I. A. S. C. and I. O. Rs. of the supply branch.	S. R. 120,001 to S. R. 170,000	S. R. 760,001 to S. R. 780,000.	Do.
(iii) I. O. Rs. and non-combatants of animal transport units except clerks	170,001 to 500,000.	780,001 to 880,000	Do.
(iv) I. O. Rs. and non-combatants of M. T. units except clerks, storekeepers and checkers.	M. T. 500,001 to M. T. 680,000	M. T. 880,001 to M. T. 930,000.	Do.
(v) M. T. storekeepers	M. T. 680,001 to M. T. 700,000.	M. T. 930,001 to M. T. 940,000.	Do.
(vi) Indian Supplementary Reservists— Unallotted detail	700,001 to 720,000.		Do.
M. T. branch	M. T. 720,001 to M. T. 730,000		Do
<b>I. A. O. C. —</b>			
Indian Military Wing	O/I to O 30,000		Officer i/c. I. A. O. C. Records.
M. T.	O/20,001 to O/100,000	O/100,001 to O/160,000.	Do.
Armourers	OA/1 to OA/ 2,000		Do.
Followers	ONC/1 to ONC/2,000.		Do.
I. S. Reservists Category B.	OR/1 to OR/2,000		Do.

Personnel under (iii) of animal transport units will have the following letters prefixed to their numbers —

- Men of units affiliated to the Animal Transport Training Company (Mule)  
Lahore T.B.
- Men of units affiliated to the Animal Transport Training Company (Mule)  
Meerut T.C.
- Men of Camel Transport Units T.D.

These prefix letters and not the numbers will be changed in the case of transfers within the animal transport branch of the R. I. A. S. C.

Branch of Service.	Series.	Allotted by
I. A. V. C. . . . .	V. 1 to V. 5,000 . . . .	O. i/c. I. A. V. C. Records.
A. R. D. . . . .	R. 1. to R. 5,000 . . . .	O. C. Remount Depot, Saharanpur.
I. H. C. . . . .	H. 1 to H. 200,000 . . . .	O. i/c I. H. C. Records.
Military Farms Department .	F. 1 to F. 1000 . . . .	Director of Farms.
<i>"Indian Supplementary Reserve, Category C.—"</i>		
Supervisory personnel and Driver.	MTRC 1 to MTRC 5,000 . .	Commandant, M. T. Depot (M. T. Record Section).
Artificers . . . . .	ORC 1 to ORC 5,000 . . . .	Officer-in-Charge, I. A. O. C. Records
Clerks . . . . .	SRC 1 to SRC 1,000 . . . .	Commandant, Supply Personnel Depot.
Case No B/57866 A. G. 2. D. D. Regr. No. 1961/C. R. S. of 1939.		
Civilian personnel of the M. E. S. employed in peace, who, in an emergency or on mobilization, may be employed in a theatre of operation	MES 1 to MES 50,000	O. C Engineer Depot, Lahore.

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No. 3 Road Construction Battalion.	R. C. 2,001 to R. C. 3,000 . .	Do.
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No. 5 Road Construction Battalion	R. C. 4,001 to R. C. 5,000 . .	Do.
No. 6 Road Construction Battalion	R. C. 5,001 to R. C. 6,000 . .	Do.
No. 7 Road Construction Battalion.	R. C. 6,001 to R. C. 7,000 . .	Do.
No. 8 Road Construction Battalion	R. C. 7,001 to R. C. 8,000 . .	Do.

Branch of Service.	Series.	Allotted by
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APPENDIX IX.

INSTRUCTIONS FOR THE DISPOSAL OF BILLS OF LADING TONNAGE ACCOUNTS, INVOICES AND PACKING ACCOUNTS IN RESPECT OF DEFENCE STORES IMPORTED INTO INDIA THROUGH THE D. G., I. S. D.

N.B.—The term "Defence stores" means all stores the cost of which is debitable to the Defence Services Estimates

(Referred to in Instruction 932.)

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M. E. S.			
Medical			
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	1	F. A., M. F., Simla/New Delhi.	
R. A. F. Aircraft Park, Lahore Cantt.	1	O. C., Aircraft Park, R. A. F., Lahore Cantt.	
	1	Officer i/c. R. A. F., Port Dett., Kiamari.	
	1	A. O. C., R. A. F. I., Simla/New Delhi.	
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<b>CALCUTTA—</b>		"D" Packing Accounts.	
Arsenals Ordnance and Clothing Depots. Ordnance and Clothing Factories Inspection . . .	2	Consignee . . .	Both through E. S. & S. O., Calcutta, for retention.
R. I. A. S. C. . . Military Farms . . Army Remounts . . M. E. S. . . . Medical . . . . Books and Publications, etc.	1	E. S. & S. O., Calcutta.	
<b>MADRAS—</b>			
Ordnance and Clothing	2	Consignee . . .	Through A. G. C., Madras.
	2	A. G. C., Madras . .	For retention.
Inspection . . .	2	Consignee . . .	Through A. G. C., Madras.
	1	A. G. C., Madras . .	For retention.
R. I. A. S. C . .	2	O. i/c., Supplies, Madras	Ditto.
Military Farms . .	1	(Full) A. G. C., Madras	Ditto.
	1	(Skeleton) A. G. C., Madras.	Ditto.
Army Remounts . .	2	O. C., Remounts Depot concerned.	Through A. G. C., Madras.
M. E. Stores . . .	3	A. G. C., Madras	Direct.
Medical . . . .	3	O. i/c., Medical Store Depot, Madras	Through A. G. C., Madras
Books and Publications etc.	2	Consignee . . .	Through A. G. C., Madras but direct for postal matter.
<b>BOMBAY—</b>			
Arsenals Ordnance and Clothing Depots.	2	Consignee . . .	Through Manager, Port Trust Docks, Bombay.
	1	A. G. Bombay . .	
	1	(Skeleton) O. O., Bombay	
Ordnance and Clothing Factories Inspection . . .	2	Consignee . . .	Ditto.
R. I. A. S. C . .	2	Embarkation Commandant, Bombay.	Ditto.
Military Farms			

APPENDIX X.

Summary Disposal of Charges Under A. A., Section 47.

1. Procedure at the hearing of the charge:—

(i) If G. O. C. decides [with the written consent of the accused under A. A. 47 (2)] to dispense with the attendance of witnesses:—

(a) G. O. C. satisfies himself that a copy of the summary (or of the abstract in the case of an officer if there is no summary) and a copy of the charge have been delivered to the accused at least twenty-four hours before [R. P. 9 (A)].

(b) The charge is read aloud.

The summary or abstract of evidence is read aloud or G. O. C. informs the accused that he has already perused it.

(c) G. O. C. asks the accused if—

(1) He has anything to say;

(2) He desires to give evidence on oath;

(d) The accused if he wishes makes a statement and/or gives evidence and/or calls witnesses. G. O. C. may question anyone who gives evidence.

After hearing anything the accused may say, G. O. C., may if he thinks fit decide to hear the prosecution witnesses and may adjourn the case for this purpose. In such case G. O. C. will allow accused to question the prosecution witnesses and the hearing will proceed as nearly as may be as if G. O. C. had not decided to dispense with the attendance of the witnesses.

(ii) If G. O. C. does not decide (with the written consent of the accused as above) to dispense with the attendance of witnesses:—

(a) G. O. C. satisfies himself that a copy of the summary (or of the abstract in the case of an officer if there is no summary) and a copy of the charge have been delivered to the accused at least twenty-four hours before [R. P. 9 (A)].

(b) G. O. C. asks the accused if he wishes the evidence to be given on oath [Army Act, Section 47 (4)].

(c) The witnesses for the prosecution are called in one by one and give their evidence. The G. O. C. asks the accused in each case whether he wishes to question the witness [R. P. 9 (B)] and may question the witness himself.

(d) G. O. C. asks the accused if—

(1) He has anything to say;

(2) He desires to give evidence on oath,

(3) He has witnesses to call.

(e) The accused if he wishes makes a statement and/or gives evidence and/or calls witnesses. G. O. C. may question anyone who gives evidence.

(iii) In either case (i) or case (ii):—

(a) If the G. O. C. decides to dismiss the charge or to make an award which does not involve an option to elect trial by court-martial, he announces his decision.

(b) If the G. O. C. intends to make an award affecting the seniority or service, for the purpose of promotion or pay of the accused, he asks him "Will you take my award or do you desire to be tried by court-martial?" [A. A. 47 (3)]. The award should be entered on the charge sheet and action subsequently taken under K. R. 1679. (111)

NOTE.—The G. O. C. will himself administer the oath to any witness who is to be sworn [R. P. 9 (C)].



Question to Accused :—

1. Have you received a copy of the charge sheet and summary or abstract of evidence ? ANSWER.....

2. Have you had sufficient time to prepare your defence ? . ANSWER.....

*The Charge sheet is read.*

*The summary or abstract of evidence is read aloud or G. O. C. informs the accused that he has already perused it.*

3. Do you desire to give evidence on oath ? . . . ANSWER.....

4. Do you wish to make a statement not on oath ? ANSWER.....

*If the accused desires to give evidence on oath, or make a statement not on oath he should do so now.*

*If at the conclusion of the hearing the G. O. C. considers that the charge should not be dismissed, he is to examine the accused's record of service or conduct sheet.*

*If the G. O. C. proposes to award a punishment other than a reprimand or severe reprimand, he should put the following question to the accused :—*

5. Do you elect to be tried by Court Martial or will you accept my award ? ANSWER.....

FINDING .....

AWARD.....

STATION .....

DATE.....

Signature.....

NOTE.—After disposal of a charge against an officer, this form accompanied by Form B. 120 (in duplicate), summary or abstract of evidence and written consent of the accused will be forwarded through the usual channels to the Under-Secretary of War Office.

In the case of a warrant officer, this form, together with the summary of written consent of the accused, will be attached to his Regimental (A. F. B. 120).

## FORM 2.

*Form for use at summary trials of officers and warrant officers under Section 47 Army Act.*

ACCUSED :—

RANK AND NAME.....

UNIT .....

When G. O. C. does not decide [with the written consent of the accused under A.A. 4 (2)] to dispense with the attendance of witnesses.

Question to accused :—

1. Have you received a copy of the charge sheet and summary or abstract of evidence ? ANSWER .....

2. Have you had sufficient time to prepare your defence ? ANSWER .....

3. Do you desire the evidence to be given on oath ? ANSWER .....

*The charge sheet is read.*

*The witnesses give their evidence, accused being permitted to cross-examine.*

4 Do you desire to give evidence on oath ? ANSWER .....

5. Do you wish to make a statement not on oath ? ANSWER .....

6. Do you desire to call any witnesses ? ANSWER .....

*The accused and/or his witnesses as the case may be, give evidence, or the accused makes a statement not on oath.*

If at the conclusion of the hearing the G. O. C. considers that the charge should not be dismissed, he is to examine the accused's record of service or conduct sheet.

If the G. O. C. proposes to award a punishment other than a reprimand or severe reprimand, he should put the following question to the accused :—

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